

Arthur Telfeyan

Lebanon, Beirut | +961 76 047115 | telfeyana@gmail.com

Professional Summary

Detail-oriented and motivated finance professional with a Bachelor's in Finance and Banking and hands-on experience in accounts payable, accounts receivable, billing, and cost control. Skilled in invoice verification, expense monitoring, client billing, and financial record keeping. Proficient in Excel and accounting software, with strong attention to detail, problem-solving abilities, and a commitment to accuracy and timely financial reporting.

Work History

CMA CGM - Beirut, Lebanon

Aug. 2023 - Present

Accountant - Cost Controller

- Managing budgets and monitoring expenses to ensure cost efficiency
- Implementing cost-reporting systems to improve transparency
- Conducting cost analysis and identifying savings opportunities
- Negotiating vendor contracts, achieving cost reductions- Preparing cost reports to support decision-making

Business Solutions LLC - Yerevan, Armenia

Dec. 2022 - July. 2023

Accounts Assistant

- Verified and processed supplier, worker, and driver invoices before approving payments (Accounts Payable).
- Matched bills with supporting documents (delivery notes, timesheets) to ensure accuracy and prevent overpayment.
- Prepared and issued invoices to clients, tracked outstanding balances, and followed up on collections (Accounts Receivable).
- Maintained billing records and supported monthly financial reporting.
- Coordinated with drivers, workers, and clients to resolve discrepancies in billing and payments.

Forty44 - Yerevan, Armenia

Oct. 2021 - Dec. 2022

Manager

- Maintaining a budget and resources
- Handling day-to-day operations
- Inventory management & consumable ordering

Education

LEBANESE INTERNATIONAL UNIVERSITY

BACHELOR'S DEGREE : FINANCE AND BANKING

100% English- Main courses : Banking operations, Financial reporting and analysis, Financial investments

MESROBIAN TECHNICAL COLLEGE

LEBANESE TECHNICAL BACCALAUREATE BT3

IN ACCOUNTING AND COMPUTER

100% English- Main classes : Accounting, Financial mathematics, Economics

Technical Skills

- Accounts Payable
- Accounts Receivable
- Cost control
- Data Entry & Financial Record Keeping
- Microsoft Excel
- Accounting Software

Soft Skills

- Attention to Detail
- Time Management
- Communication Skills
- Problem Solving
- Team Collaboration

Language

- English: Professional
- Arabic: Fluent
- Armenian: Native
- Turkish: Fluent