

Rayane Zogheib

Address: Beirut, Lebanon

Email: rayan_zgb@hotmail.com | Phone Number: [+961 70 886 763](tel:+96170886763) | [LinkedIn](#)

Accounts Receivable Officer | Retail & FMCG | Financial Reporting & Cash Flow Management

SUMMARY

Detail-oriented Accounts Receivable Officer with over six years of experience in the retail and FMCG sectors. Skilled in managing customer accounts, invoicing, collections, reconciliations, and daily financial operations. Highly proficient in the ERP software Microsoft Dynamics NAV for handling high-volume transactions, tracking payments, and preparing accurate financial reports. Recognized for strong attention to detail, organization, and maintaining steady cash flow while ensuring compliance with financial policies and procedures.

CORE COMPETENCIES

Accounts Receivable Management, Financial Reporting, High-Volume Invoicing, Payment Processing, Account Reconciliation, Credit Control, Discrepancy Resolution, Ledger Management, Financial Data Analysis, Cash Flow Optimization, Regulatory Compliance, Client Account Management, Daily Financial Operations.

PROFESSIONAL EXPERIENCE

Accounts Receivable Officer | Fawaz Holding

November 2023 – Feb 2026

- Ensure timely collection of payments and accurate recording of all accounts receivable transactions.
- Process, record, and maintain financial data in compliance with accounting standards.
- Prepare and issue customer invoices in accordance with established accounting procedures.
- Investigate and resolve invoice discrepancies to ensure billing accuracy.
- Match incoming payments to corresponding invoices and sales orders.
- Handle and resolve customer inquiries related to billing and payment issues.
- Reconcile customer accounts and statements to identify and resolve discrepancies promptly.
- Perform regular cash reconciliations to ensure alignment with internal financial records.
- Maintain and manage accounts receivable ledgers and supporting documentation.
- Generate and submit daily accounts receivable reports to management.
- Monitor overdue accounts and conduct timely follow-ups to ensure collection.
- Process and record credit memos accurately.
- Close monthly customer accounts by processing credit memos and ensuring all transactions are properly recorded.

Field and Social Worker | Lebanese Red Cross

December 2020 – November 2023

- Executed precise data collection for a critical Geographic Information System mapping project, gathering essential information to support effective disaster risk reduction planning efforts in the Beirut branch.
- Served as an outreach officer for the MSF COVID-19 vaccination project, engaging community members to disseminate vital information and encourage participation in public health initiatives.
- Managed accurate and timely data entry for the UNICEF child routine vaccination project, ensuring the integrity of critical health records for program monitoring and evaluation.

Loan Analyst | Lebanese Association for Development (Al-Majmoua) September 2017 – Dec. 2021

- Successfully marketed the association's portfolio of financial and non-financial products, communicating their value to prospective beneficiaries to drive program growth and engagement.
- Conducted field visits to prospective beneficiaries to process applications, investigating and verifying provided information to ensure eligibility and mitigate risks.
- Implemented strategies to collect unpaid payments, navigating sensitive conversations to recover funds while maintaining positive relationships and ensuring program integrity.

Emergency Medical Technician | Lebanese Red Cross (LRC) June 2016 – September 2017

- Operated effectively as a part-time paramedic and reliable on-call substitute, responding swiftly to emergency calls, and providing critical medical assistance during high-pressure transport missions.

EDUCATION

Bachelor of Business Administration in Management | Lebanese University **July 2017**

TRAINING AND CERTIFICATE

ITC Training | Lebanese Red Cross October 2022

Mission Leader Training | Lebanese Red Cross October 2018

First Aid and First Responder | Lebanese Red Cross January 2016

Accounting Internship | Central Bank of Lebanon September 2013

SKILLS

Technical Skills: Microsoft Dynamics NAV, Microsoft Office (Excel, Word, PowerPoint), Financial Data Processing, Invoice Generation, Payment Tracking, Account Reconciliation Software, Ledger Management Tools, Financial Reporting Software, CRM Systems, Data Entry, GIS Data Collection, Billing Systems, Accounts Payable, General Ledger, Financial Statement Analysis, Cash Management.

Soft Skills: Time Management, Collaboration, Teamwork, Leadership, Critical Problem Solving, Creative Thinking, Adaptability, Working Under Pressure, Communication, Detail-Oriented, Organizational Skills, Accuracy.

LANGUAGES

Arabic (Native), **English** (Professional Working Proficiency).