

Gerard Antonios Razzouk

Contact

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Skill Highlights

- Financial Reporting
- Leadership
- Microsoft Office (Excel, Word, PPT...)
- Management
- Financial Analysis
- Auditing
- Risk Management

Languages

Arabic – Advanced

English – Upper Intermediate

French – Elementary

Hobbies

- Basketball
- Gym
- Hiking
- Football

Summary

I graduated from Arab Open University in Lebanon with a Bachelor of Arts in Accounting in 2017 and a Master of Business Administration (MBA) in Finance in 2020. I started my career as an accountant in August 2017, working in different companies and industries, including international experience in KSA and UAE. In August 2022, after five years of hard work, I was promoted to Accounting Manager. In May 2024, I made a smooth transition to a Financial Analyst role, using my strong accounting background to help with financial insights and decision-making.

Experience

- Financial Analyst** – 01/05/2024 to Present
Accounting Manager – 01/08/2022 to 30/04/2024
Accountant – 02/05/2021 to 31/07/2022
EK Finance, Lebanon & UAE
 - Preparing and auditing financial statements and reports
 - VAT and Taxes declaration.
 - Financial analysis and studies
 - Budgeting
 - Risk Management
 - Standard of Procedures
 - Work for local and international companies (UAE, KSA)
 - Managing junior accountants' team
 - ERP System & Business Workflow
- Accountant** – 01/03/2020 to 30/04/2021
All-ways Travel, Lebanon
- Accountant** – 13/09/2018 to 29/02/2020
Eid Travel, Ebooking Center, Lebanon
- Accountant** – 01/04/2018 to 12/09/2018
Roulement Mondial, Lebanon
- Accountant and Admin Assistant** – 20/07/2017 to 31/03/2018
Karl Zacca Enterprises SARL, Lebanon

Education

- Bachelor of Arts: Accounting** – 2017 – Arab Open University, Lebanon (British and Lebanese Degree) – **GPA 3.5**
Project: The comprehensive accounting cycle.
- Master of Business Administration: Finance** – 2020 – Arab Open University, Lebanon (British and Lebanese Degree) – **GPA 3.79**
Project: Economic crisis in Lebanon and its impact on SMEs.

Certifications

- Basic AML-CFT Training Program from HLB HAMT.
- Training in taxation from Arab Open University..