



Tamar A Malkhassian

Attributes and Achievements

23 years of experience in accounting and administrative works in addition to HR matters and office management

- Chief accountant and assistant GM
- Assistant Finance Manager
- HR
- Team work & employees conditioning
- Ambitions for learning

Professional experience

Lebanese Center For Policy Studies "LCPS"- NGO

December 2016- Present

Chief Accountant – Functional responsibilities: From daily data entry through end month journal vouchers leading to end year records, budget preparation, Financial Reports....

Irada, Management & Consultancy

2010 – to April 2016

(Cappuccino restaurant & Galler chocolatier & Bonnet à Pompon Fashion),
Investment & Consultancy group:

Chief Accountant (based in Beirut, operating in MENA region):

Functional responsibilities: Supervise a team of 3 accountants, Synchronize the cost team (outsourcing), Assist the Financial manager in reporting & analysis, Coordinate with auditors & Ensure official declarations to MOF. HR matters are also handed at my end etc...

Jamil Saab & Co.

2008 – 2010

(Construction and Development Company)

Personal Assistant - Office Manager & Coordinator

Functional responsibilities:

- Assistant to the GM and office Manager
- Coordinating with lawyers and banks, coordination with clients.

Dar Al Handasah

2006 - 2008

(Design and Engineering Firm)

Assistant General Director

Functional responsibilities:

- Correspondences, preparing meetings, filling in accordance with ISO standards...

Aram Khatchadourian group of companies

1993 - 2006

AAK & Sons, Belmark, Carpet plus

Chief accountant of the group:

Functional responsibilities: From daily data entry through end month journal vouchers leading to end year records:

- Stock Management
- Purchasing
- Pricing
- Credit Control
- Training new employees
- Assisting the manager

Educational Qualification

2016 1989 – 1994	CMA – Move Forward Int. Business Administration – Middle East University @ Sabtiyeh
1995 1989	Data Processing & Operating ALLC- CIT sin el fil Scientific Bac II: Bauchrieh Adventist Sabbatieh School

Languages and Skills

Trilingual Software Formation Keeping	Armenian, English & Arabic (with some French) Microsoft office, Daisy Typewriting & Computer operating, Stock
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Hobbies

Listening music, Searching for latest medical findings

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