

# BACHIR KALLAS

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Lebanon, 00961 70 130 051

26-08-1985, Male, Lebanese

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## OBJECTIVE

Results-oriented Senior Accountant with years of experience in financial management, reporting, and analysis. Proven track record of streamlining financial processes, enhancing internal controls, and driving cost-effective solutions. Adept at leading cross-functional teams and implementing strategic initiatives to optimize fiscal performance. Seeking a challenging Senior Accountant position to leverage comprehensive financial expertise and contribute to the success and growth of a dynamic organization.

## PROFESSIONAL EXPERIENCE

### SENIOR ACCOUNTANT

#### INCOSERV SAL OFFSHORE, LEBANON, 2022 – PRESENT

- Prepare and analyze financial statements, ensuring accuracy, completeness, and compliance with relevant accounting standards.
- Develop and manage financial forecasts, budget preparation, and provide insights to aid in decision-making processes.
- Coordinate and oversee month-end and year-end closing processes, including reconciliations, journal entries, and financial reporting.
- Conduct thorough analysis of financial data including financial instruments portfolio and real estate portfolio, generate reports, and present findings to management, offering actionable insights.

### SENIOR OPERATIONAL RISK ANALYST

#### LGB BANK SAL, LEBANON, 2017 – 2021

- Identified and evaluated operational risks across various business units and processes within the organization.
- Conducted in-depth analysis of potential risks, including root cause analysis, scenario planning, and impact assessment.
- Developed and implemented strategies to mitigate identified risks, including control measures, policies, and procedures.
- Monitored risk indicators and key risk metrics, preparing regular reports for management and stakeholders.
- Ensured compliance with relevant regulations and internal policies, providing guidance on risk management best practices.

### FINANCIAL REGULATORY ANALYST

#### BANK AUDI SAL, LEBANON, 2016 – 2017

- Monitored, interpreted, and stayed updated on changes in financial regulations, laws, and guidelines set by regulatory parties.
- Analyzed the impact of new regulations on the organization's operations, policies, and procedures. Assess the compliance requirements and develop strategies to ensure adherence to regulations.
- Prepared reports and documentation required for regulatory filings, audits, examinations, or investigations. Ensure accurate and timely submission of reports to regulatory bodies.
- Utilized technology and specialized software to streamline compliance processes, manage data effectively, and ensure accuracy in reporting.

### SENIOR OPERATIONAL RISK ANALYST

#### LGB BANK SAL, LEBANON, 2015 – 2016

- Identified and evaluated operational risks across various business units and processes within the organization.
- Conducted in-depth analysis of potential risks, including root cause analysis, scenario planning, and impact assessment.
- Developed and implemented strategies to mitigate identified risks, including control measures, policies, and procedures.
- Monitored risk indicators and key risk metrics, preparing regular reports for management and stakeholders.
- Ensured compliance with relevant regulations and internal policies, providing guidance on risk management best practices.

### FINANCIAL OFFICER

#### KIA MOTORS, LEBANON, 2013 – 2015

- Prepared accurate and timely financial statements, reports, and presentations for management, shareholders, regulatory bodies, and other stakeholders. Ensure compliance with accounting standards and regulations.
- Managed cash flow, liquidity, and working capital to ensure adequate funds for operational needs and investment opportunities. Optimize financial resources to maximize returns.
- Oversaw day-to-day financial operations, including accounting, billing, accounts payable/receivable, payroll, and financial transactions. Implement efficient financial processes and systems.

ASSISTANT CHIEF ACCOUNTANT

JTB BANK SAL, LEBANON, 2010 – 2013

- Assisted in the preparation of financial statements, ensuring accuracy, compliance with regulations, and adherence to accounting standards.
- Conducted financial analysis to support decision-making processes and identify areas for improvement or cost-saving opportunities.
- Provided insights and recommendations based on financial data analysis.
- Assisted in the development, implementation, and monitoring of budgets.
- Supervised and guided accounting staff, ensuring their work aligns with organizational goals and meets quality standards.

FINANCIAL AUDITOR

BDO FIDUCIAIRE DU MOYEN ORIENT, LEBANON, 2007 – 2010

- Conducted thorough examinations of financial statements, accounts, and records to ensure accuracy, completeness, and compliance with accounting standards and regulations.
- Identified and evaluated financial risks, including potential fraud or irregularities, and developed strategies to mitigate these risks.
- Prepared detailed audit reports outlining findings, discrepancies, and recommendations for corrective actions. Presented these reports to management and stakeholders.
- Ensured compliance with relevant laws, regulations, and accounting standards.

EDUCATION

MASTER’S IN BUSINESS ADMINISTRATION (FINANCE), HOLY SPIRIT UNIVERSITY  
LEBANON, 2013

BACHELOR IN ACCOUNTING & AUDITING, LEBANESE UNIVERSITY  
LEBANON, 2005

PROFESSIONAL DEVELOPMENT AND TRAINING

- TEPEYAC LEADERSHIP PROGRAM, TLI, USA, 2023
- C LEADERSHIP FORMATION, CLEF, LEBANON, 2022
- THE FUNDAMENTALS OF DIGITAL MARKETING, GOOGLE DIGITAL GARAGE, ONLINE, 2021
- DIPLÔME UNIVERSITAIRE EN ACCOMPAGNEMENT, USJ, LEBANON, 2021
- CERTIFIED ANTI-MONEY LAUNDERING SPECIALIST (CAMS), ACAMS, INTERNATIONAL, 2015
- AMF, AUTORITÉ DES MARCHÉS FINANCIERS (EUROPE), CFPBR, EUROPE, 2015

AREAS OF EXPERTISE

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|--------------------------------|------------------------|
| • Technical skills (MS Office) | • Tax Compliance       |
| • Financial Reporting          | • Strategic Planning   |
| • Budgeting and Forecasting    | • Team Leadership      |
| • Internal Controls            | • Risk Management      |
| • Audit Preparation            | • Process Optimization |

LANGUAGES

- |                  |                   |                  |                     |
|------------------|-------------------|------------------|---------------------|
| • Arabic: Native | • English: Fluent | • French: Fluent | • Spanish: Beginner |
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REFERENCES

Available upon request