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Marital Status: Married
Nationality: Lebanese

YAHYA FATTOUH

OBJECTIVE

An **Accounting/Financial Manager** position that will utilize acquired experience and commitment to excellence.
Desire a position with senior position potential.

AREAS OF EXPERTISE

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| <input type="checkbox"/> Accounting and financial management | <input type="checkbox"/> Reporting and documentation | <input type="checkbox"/> Project and inventory management |
| <input type="checkbox"/> Staff management | <input type="checkbox"/> Cash management | <input type="checkbox"/> General accounting |
| <input type="checkbox"/> Budget preparation | <input type="checkbox"/> Taxation | <input type="checkbox"/> Internal/External audits |
| <input type="checkbox"/> Cost analysis | | |

PROFESSIONAL ATTRIBUTES

- ☐ Team Leadership
- ☐ Efficient, detail-oriented, highly organized
- ☐ Strong analytical and problem solving skills

CAREER PATH

Head of Financial Department	Arab Open University	Beirut-Lebanon	Jun 2021- Present
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- Establish and enforce proper accounting methods, policies and principles
- Prepare expenditure and revenue budget with head of departments
- Review budget on monthly basis and compare variances with management and head of department to present proper justifications.
- Prepare financial statements on monthly, quarterly, and yearly basis (analyzing margins)
- Follow up all financial data requested by internal and external auditors
- Prepare report for top management regarding doubtful receivables (ageing)
- Present bank status to top management for proper financial cash forecast
- Implement various kinds of financial plans
- Produce termly summaries of scholarship income received (from all sources) and scholarships paid/committed
- Conduct risk management and recommend cost-effective solutions
- Approve all accounting entries (GL-PV-RV) in addition to bank deposits and transfers
- The operation of the purchase ledger ensuring that invoices are accurately recorded in the accounting system and that suppliers are paid within agreed credit terms.
- Monitor various kinds of reconciliations
- Ensure relevant accounting reconciliations (bank, intercompany, etc.) are carried out on a regular basis.
- Control end of year book closing
- Maintain strong working relationships with bankers
- Monitor all tax declarations with senior accountant/accountant

- Follow up with HR department regarding all students' queries
- Liaise with management to ensure all donations and grants are properly accounted for
- Smooth operation of the monthly payroll and ensure that all relevant requirements relating to PAYE, etc. are complied with.
- Update job descriptions for finance staff when needed
- Hold monthly meeting of accounting staff
- Take corrective measures for accounting staff that adds value to the department (staff training, staff rotation, etc...)
- Any other duties as may reasonably be required and that fall within the scope and range of the job

Accounting Supervisor	K&A Machmouchi Pharma Holding	Beirut-Lebanon	Dec 2015- May 2021
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- Prepare financial statements
- Review budget report and compare variances vs Actual in collaboration with commercial department
- Control and review staff salaries with HR department and prepare all related payroll accounting entries
- Prepare quarterly closing of Value Added Tax and Income tax
- Follow up and approve of data entries: Invoices, GL, Payables and Receivables
- Follow Up bank reconciliations
- Control and approve daily cash transactions, bank deposits and transfers
- Follow up with banks for FX transactions, LC issuance, hedging, and short term loans
- Review sales report and purchases in collaboration with commercial department
- Control suppliers' accounts on monthly basis for due payments
- Follow up inventory on quarterly basis with the assistance of Store Manager
- Manage a member of staff in line with company's policies and procedures
- Ensure financial policies are being adhered to as set out in the Company financial guidelines.
- Act as the first point of contact for the auditors

Senior Accounting Officer	K&A Machmouchi Pharma Holding	Beirut-Lebanon	May 2011 – Nov 2015
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- Maintain main suppliers' accounts with direct follow up with head offices
- Maintain customs agent current account, analyze invoices to ensure proper and accurate cost calculation of stock.
- Direct follow up with main suppliers' Orders department concerning foreign orders.
- Direct follow up with main suppliers' Shipping Departments. Approving pro-forma invoices, preparing & approving shipments, controlling due dates of goods received.
- Monthly issue of debit notes & claims for Bonus goods distributed on behalf of main suppliers', claim of Expiry stock,
- Monthly issue of separate debit notes for commissions on transfer, tender expenses, expenses related to bonus invoices and free Medical samples goods expenses
- Proper follow up of tenders with the coordination of suppliers' scientific office
- Issuing of invoices for tenders in their specific formats and monitor transfers from IFS-MOH-Lebanese Army and
 - General security
- Assist Financial and Accounting Supervisor in preparing financial statements
- Manage a member of staff in line with company's policies and procedures
- Ensure financial policies are being adhered to as set out in the Company financial guidelines.
- Prepare cash flow projections, review and plan cash outflow and investment activity.
- Follow up of bank guarantees and LCs.
- Forecast purchases of suppliers with the assistance of sales manager to ensure proper quantity are ordered to avoid shortage of goods.

Financial Controller	Rida International Tourism	UAE-Dubai	October 2010 – Feb 2011
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- Prepare monthly budget reports of the company
- Work on the development of the annual budget.
- Examine P/L variances, intercompany accounts and ageing.
- Ensure timely payment of debtors and invoicing of creditors.
- Ensure accuracy of compliance with accounting policies and procedures.
- Act as the first point of contact for the auditors, and communicate with them to ensure all questions can be answered
- Ensure all finance records are kept accurately and securely and in line with legislative requirements
- Attend supervision, team meetings, training and other meetings as required.
- Manage a member of staff in line with company's policies and procedures
- Maintain effective working relationships with company's external partners.
- Prepare monthly financial statements
- Ensure financial policies are being adhered to as set out in the Company financial guidelines.
- Initiate and document policies and procedures for the accounting and finance department for business control, preventing and avoiding risk exposure and potential auditing.
- Monitor various kinds of reconciliations and administer our local and foreign bank accounts
- Prepare cash flow projections, review and plan cash outflow and investment activity.

- Prepared work-in-progress and turnover monthly report.
- Followed up of advanced payments, retentions, and advanced payment bank guarantees (as per contracts)
- Monitored performance and efficiency of more than 35 projects.
- Prepared and analyze financial statements and reports.
- Analyzed financial data, build financial models and present financial reports of projections
- Compared current financial performance with budgets, identify variances and recommend appropriate corrective action
- Prepared tax reports.
- Examined P/L variances, intercompany accounts and ageing.
- Controlled oversees purchasing.
- Pricing and competitor analysis
- Monitored various kinds of reconciliations.
- Supervised staff in Accounts Receivable including collections, Accounts Payable, General Ledger, Fixed Assets and Payroll.
- Initiated and documented policies and procedures for the accounting and finance department for business control, preventing and avoiding risk exposure and potential auditing.
- Prepared internal management reporting, monthly close, and day-to-day running transactions
- Performed inventory control on a quarterly basis.

Finance Supervisor	Qatar airways	Beirut-Lebanon	May 2005 – June 2007
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- Controlled station cash and credit sales.
- Prepared station expenditure budget.
- Prepared monthly variance analysis - budget Vs actual
- Prepared financial statements.
- Ensured following financial policies and internal procedures.
- Monitored various kinds of reconciliations.
- Review banking facilities for the company and ensure in line with the company's requirements
- Prepared internal management reporting, monthly close and day-to-day running transactions.
- Supervised staff in Accounts Receivable including collections, Accounts Payable, General Ledger, Fixed Assets and Payroll.
- Examined P/L variances, intercompany accounts and ageing.
- Researched & reported on financial factors influencing business performance
- Facilitated communication with the internal and external auditors.
- Drafted and enforced accounting policies and procedures in compliance with GAAP that provided the basis for all departmental budgeting.
- Created job and system descriptions through the design and documentation of accounting procedures.

Senior Accountant	Middle East Airlines	Beirut. Lebanon	Apr 2003 – April 2005
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- Monitored worldwide stations' cash and credit sales.
- Prepared reports for credit card sales in stations.
- Controlled billing of stations.
- Controlled billing with other airlines (interlining).
- Cross checked all agreements with airlines.
- IATA rules and regulations.

EDUCATION

Bachelor of Science – Business Administration with double emphasis in Accounting\Banking and Finance (June 2002)
Lebanese American University of Beirut
Beirut, Lebanon

Additional Information

- Currently studying CMA
- Elected as the revenue representative for Oracle Project in Middle East Airlines.
- Good knowledge of Oracle Financial System, Microsoft Office and Bee2 accounting system, ACCPAC

References

- ▯ Mr. Ahmad Lawand
General Manager
Beirut, Lebanon
00961 3 234901
- ▯ Mr. Marwan Haber
Sales Manager
Beirut, Lebanon
00961 3 777534
- ▯ Mr. Antoine Tabbal
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