

Laurice Sahyoun Chaaya

Beirut, Lebanon. + (961) 03 901617.

lissasahyoun@hotmail.com Nationality: Mexican - Lebanese.

Date of Birth: 05-02-1971. Status: Married

Career Objective

Looking for an opportunity to face the challenges of the business world and pursue a professional career through which I can apply my knowledge base and skills.

Experience

► Ets. F.A. Kettaneh S.A. Dora

Sr. Finance Specialist

January 2017 - Present

- Prepare and analyze monthly reports of sales, expenses and stocks.
- Coordinate salespersons reports and keep track of their KPI
- Review aging reports of AP
- Review Inventory Reports and compliance with the turn overs requested by the upper management
- Responsible of treasury, running payments process
- Prepare cash flow report on a weekly basis reporting to the upper management
- Follow up on LC, LG and CIL payments.
- Support and provide accurate and solid information to Finance & Risk Director

► Services Unis SARL / Kettaneh Group Hazmieh

Finance Executive

April 2006 – December 2016

- Prepare and analyze monthly reports comparing actual figures versus budget.
- Review monthly aging and inventory reports.
- Processes the payments and banks transfers and prepares the banks letters.
- Prepare the bank position on a daily basis and ensure proper follow up with the accounting department.
- Responsible of the communication with banks.
- Prepare reports regarding Auto such as stock and sales reports, salespersons report, pre-owned report, AIA report etc.
- Audit internal financial processes on quarterly basis to comply SOX.
- Prepare social security contribution reports & tax on salaries.
- Responsible of fixed assets accounting and depreciation calculations

► Elie Chemaly Office / Audit Firm Shayleh

Auditor**Sep 1996 - Jan 2006**

- Control the day to-day operations of the accounting entries.
- Analyze accounts to discover discrepancies and resolve all variances promptly.
- Perform periodic and quarterly accounts reconciliation.
- Prepare monthly bank reconciliations.
- Prepare Income tax declaration, VAT reports, social security contribution reports & tax on salaries.
- Prepare monthly financials reports.
- Handle fix assets accounting depreciation calculations.

Education

- **Bachelor of Business Administration (1995)**
Holy Spirit University – U.S.E.K- Kaslik, Lebanon.

Computer Skills and Languages

- Microsoft Office Software (Word, Excel, Outlook)
- Arabic, French, English, Spanish

References

Available upon request