

GAYELLE AAD

Rabwe
Mount Lebanon
+ 961 76 777887

Lebanese-Brazilian
Single
15/03/1994
aad.gayelle@gmail.com

PROFESSIONAL EXPERIENCE

Jan 2021 – Present
Beirut – Lebanon

Bank Audi
Procurement Department

- Development of procurement processes and procedures
- Managing the onboarding process for new suppliers, conducting all relevant checks in line with Group policy
- Maintaining the approved supplier list, including conducting annual supplier checks
- Nurturing relationships with suppliers to negotiate cost savings where possible
- Proactively build, develop and maintain relationships with key stakeholders across the bank
- Identification and implementation of best practice in all areas of procurement management and activity
- Ensuring compliance in all areas of procurement activity

Jan 2018 – Dec 2020
Beirut – Lebanon

Audi Private Bank
Accounting Officer – Financial Control

- Prepare BDL & BCC required reports (Daily – Weekly – Monthly – Quarterly – Annually)
- Prepare Bank's financial reports (Balance Sheet – P&L – UCA)
- Daily entries
- Handle Bank's fixed assets (Monthly Compliant Reports)
- Assist the Senior Accountant in any task related to Department
- Coordinate monthly, quarterly, and annual closing activities
- Data entries for all accounting transactions
- MOF and CNSS related documents

Aug 2014 – Nov 2017
Beirut – Lebanon

C.A.T. (Contracting & Trading)
Accounting Department

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Assist the Senior Accountant in preparing balance sheets, profit and loss statements, etc.
- Data entries for all accounting transactions
- Prepare journal entries
- Collections and payments (issuing checks and vouchers)
- Coordinate monthly, quarterly, and annual closing activities
- Costing
- Assist the Group Chief Accountant in preparing reports
- Bank reconciliation

2014
Beirut – Lebanon

Credit Bank
Internship

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EDUCATION

2015-2017 **Saint Joseph University - USJ**
Beirut – Lebanon MBA in Entrepreneurship & New Technologies

2012-2015 **Saint Joseph University - USJ**
Beirut – Lebanon BA in Business

2011-2012 **Carmelites College**
Fanar – Lebanon Lebanese Baccalaureate

LANGUAGES AND COMPUTER LITERACY

Languages English, French, Arabic, Italian

Computer Literacy Microsoft Office Suite, Accounting programs (PIMS), Capital Global Banking (Orion), ASM, Big Data Analyst, etc.

HOBBIES AND INTERESTS

Sports Skiing, swimming

Interests Traveling, exhibitions, concerts, reading

References available upon request