

Rami Abi Habib

OBJECTIVE

Seeking a challenging position related to accounting/finance where I can invest my knowledge and skills, and optimize my professional experience.

EXPERIENCE

Jan 2019 – Present **Nasco Reinsurance Brokers SAL** **Beirut, Lebanon**

Team Leader - Treaty Non-Life

- Understand reinsurance programs and reinsurance contracts and process cash calls and applicable adjustments
- Calculate and process monthly or quarterly treaty accounts and update statistical history
- Respond to queries raised by the Reinsurers, Ceding Companies and internal stakeholders
- Produce renewal statistics and ad-hoc reports for accounts as requested
- File correspondence/documentation in accordance with Oracle database system
- Assisting all team members with the critical issues raised by Clients/Reinsurers and with all their inquiries
- Delegating tasks and set deadlines to the team members
- Motivate team members

Jun 2016 – Dec 2018 **Nasco Reinsurance Brokers SAL** **Beirut, Lebanon**

Technical Accountant

- Understand reinsurance programs and reinsurance contracts and process cash calls and applicable adjustments
- Calculate and process monthly or quarterly treaty accounts and update statistical history
- Respond to queries raised by the Reinsurers, Ceding Companies and internal stakeholders
- Produce renewal statistics and ad-hoc reports for accounts as requested
- File correspondence/documentation in accordance with Oracle database system
- Work with all team members to service client accounts
- Ensure that all duties and tasks are achieved prior deadline

Feb 2016 - May 2016	Benta SAL	Dbayeh, Lebanon
	<i>Cost Controller</i> ▪ Build reports detailing raw material and labor costs ▪ Comparison of actual versus budgeted production costs ▪ Manage purchasing and labor practices in order to keep costs within budget ▪ Double check Material Stock Request (MSR) for quantity control before purchasing ▪ Validate monthly staff time sheets	
Sep 2014 – Dec 2015	Ceraf SARL	Jal El Dib, Lebanon
	<i>Accountant (Part Time)</i> ▪ Journal vouchers ▪ Reconciliation (Banks, clients) ▪ VAT, taxes on salaries & NSSF declarations ▪ Filing and organizing accounting documents	
Feb 2013 - Jan 2016	Benta SAL	Dbayeh, Lebanon
	<i>Accountant</i> ▪ Journal, Payment & Receipt vouchers ▪ Reconciliation (Banks, suppliers) ▪ Bank transfers ▪ Following up suppliers payments ▪ Inventory control ▪ Assisting in preparing the payments of governmental taxes ▪ Filing and organizing accounting documents	
May 2013 – Sep 2013	DMI	Mansourieh, Lebanon
	<i>Data Entry Controller (Part Time)</i> ▪ Controlling & processing balance sheets (Assets, Liabilities, P&L)	
Sep 2012 – Jan 2013	Nasco France	Beirut, Lebanon
	<i>Junior Technical Accountant</i> ▪ Checking and processing technical accounts ▪ Processing Proportional and Excess of Loss claims ▪ Handling and solving Reinsurers queries ▪ Organizing oracle system entries	

Nov 2009 – Aug 2012 **United Investment & Trading Co SAL** **Dekwaneh, Lebanon**

Junior Accountant

- Journal vouchers
- Reconciliation (banks, clients, suppliers)
- Bank transfers
- Maintaining and following up accounts
- Following up suppliers payments
- Following up clients, their payments and invoices
- Assisting in preparing the payments of governmental taxes
- Filing and organizing accounting documents

Nov 2008 – May 2009 **TSC MEGA (City Mall)** **Dora, Lebanon**

Multimedia Sales Assistant

- Presenting multimedia products such as books, magazines, cds, dvds to customers
- Organizing data
- Check on invoices
- Following up on suppliers for the delivery of the products
- Training new employees
- Presenting solutions and new ideas for problems

EDUCATION

2007 - 2011 **AKU – Al Kafaat University** **Ain Saade, Lebanon**

- Bachelor Degree in Business Management
Field: Accounting & Finance

TRAININGS

- Advanced Management Accounting – Formatech, Lebanon
- Leadership Skills – Al Kafaat University, Lebanon
- Reinsurance Technical Accounting 2018 – Swiss Re, Zurich, Switzerland

COMPUTER SKILLS

- Microsoft Office softwares
- Oracle and other accounting softwares

LANGUAGES

- Arabic
- English
- French

INTERESTS

- Computer
- Electronics
- Music

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