

Tony Rayes

Finance/Business Manager

 Beirut- Sabtieh, Lebanon

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Profile

A passionate, dynamic and accomplished Chief Accountant with 15 years extensive experience gained within the construction, Hospitality, Fashion and Luxury products Industry, along a professional with a long history of private tutoring and language teaching to teens and adults.

Possesses demonstrable experience with the ability to operate & deliver across all levels and functions of finance and project management while ensuring consistency, accuracy and quality of deliverables. Continuously promotes clear, concise support, as well as being an organized self-motivator. A Strategic problem solver with the ability to manage numerous complex projects simultaneously with proven skills in establishing, leading, growing and maintaining strong teams/departments. Also has a strong interest and thorough understanding of education practices with excellent communication skills and experience in translating and teaching Accounting and Languages to multicultural students.

Innovative with strong business acumen, resourceful and highly analytical with a proven track record in complex and challenging business environments. Generates optimal results in challenging situations, with a positive work ethic, energy and desire to continually build on success.

Core Competencies

- Strategic business leadership and management
- Organizational and process restructuring
- Project management
- Market knowledge
- Business development and account growth
- Strong relationship development abilities
- Effective interpersonal and communication skills
- Presentation skills (verbal and written)
- Teaching and Mentoring
- Proven problem solving and analytical skills
- Skilled in introducing improvements to finance and operations
- Extensive leadership and teaching experience
- Strong interpersonal and communication skills
- Effective leader working with high performance teams
- Auditing
- Highly trustworthy, discreet and ethical
- Problem solving and Decision-making skills
- Conflict Management skills
- Attention to details and accuracy
- Excellent written and verbal communication skills
- Ability to adapt with multicultural environments
- Ability to train new members
- Abiding by the accounting standards and ethics
- Skilled in multiple languages

Key Career Achievements

- Successfully systemized a lot of tasks which enabled the reduction of the number of employees needed to finish the tasks
- Effectively controlled bank interest and charges with the upgrade implemented on the system successfully enabled refunds of around 25 000 Euro erroneously charged by the banks
- Investigated internal theft and established who was responsible and created the internal Audit part related to these events in order to avoid future theft
- As an Italian language student for only 8 months, started teaching other students

Career History

Aishti Jal el Dib, Beirut, Lebanon

Chief Accountant – 2014 - *present*

Comptroller - 2011

Senior Accountant - 2008

Accountant - 2007

Junior Accountant - 2005

Responsibilities:

2005 to present

- Comprehensively responsible for the accounting financials, payroll, and reporting for the company Fashion Concept including Jordan
- Accountable for all Cash and Banks operations
- Effectively controlling Purchase and Payables (local and foreign suppliers)
- Fixed Assets & insurances (Projects, Budgeting, Depreciation, Prepaid and Accrual...)
- Payroll and related taxes, NSSF & B.O.D.
- Developing and upgrading the operating and reporting system with the programming company
- Sales & receivable Control
- Cost Control
- Competently reporting (P&L, facilities, comparative sales...)
- Implementing Internal Audit (Surprise cash count, Petty Cash controls and stocks count)
- Recruiting junior accountant
- Managing and controlling the company Fashion Distributors (retails)

Hotel Dieu De France Intern, Beirut, Lebanon

May 2004 to June 2004

Teaching Experience

2020-Current	-Translation and subtitling -Interpretation
2019-Current	Created and established a new private "Study languages Online with Tony" program for adults and children learning Spanish and Italian languages in Edulibano along with interpretation.
2018	Teaching Arabic/ Lebanese lessons to Italian national
2017-2019	Spanish & Italian Language in an NGO Center, CreOscendo (for adults)
2016--Current	Private and Online Spanish Language (for adults)
2014--Current	Responsible for creating and delivering conversational English courses to Spanish and Italian adults
2011--Current	Private and Online Italian Language (for adults, teenagers and kids)
2002--Current	Private lessons for BT3 2nd, Brevet, 5ème, 6ème & 9ème Certificate level for Accounting, Financial, Management, Mathematics, Physics, Chemistry & Biology, French and English

Education

Colegio de España Salamanca, 2019
Spanish Language B2
Istituto Di Cultura & Università di Siena, 2012
Italian Language CILS C2
Université J.V.P Amiens France, 2012
Master en Gestion des territoires et managements des organisations
Modern University for Business and Science – MUBS, 2011
Master of Business Administration
Lebanese University – Faculty of Economics and Business karm el zeitoun- Maitrise, 2005
Finance and Accounting
Mont La Salle- Ain Saadeh, Lebanese Baccalaureate II, 1999
Experimental Science

Certifications & Training

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| <ul style="list-style-type: none"> • Credit Card Fraud (2007-2012-2018) • Certificato ICIB C1.3 (July 2012) • Edulingua C1 2012 • Photoshop (2012) • Excel advance (2011) • Word advance 2011 • Stress Management (2011) • Time Matters (2011) | <ul style="list-style-type: none"> • Excel intermediate (2010) • Lebanese Tax regulations (2008) • Lebanese VAT law (2008) • Social security and Lebanese work Law (2008) • Milestone CMA 1-3 (2007) • Consolidation & combination IAS27 (2007) • LC and Incoterm 2000 (2007) |
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Other Proficiencies

MS Office; Word, Excel, Access, PowerPoint, Outlook Express
Photoshop, internet

Languages: Arabic Native - French, Fluent - English: Fluent – Italian, Fluent – Spanish, Fluent-German, Beginner- Chinese, Beginner.