ALAIN JABBOUR

alainjab@gmail.com

Dear Sir,

I would like to express my interest in applying for a job in your company.

I am seeking an opportunity to use my educational background and work experience in a position that allows me to develop my knowledge and progress permanently while being a valuable employee to your firm.

I have graduated from La Sagesse University with a degree in Banking & Finance; my education has provided me with a solid foundation in business cultures, Financial Accounting, Financial Markets, Accounting, Management, and Computer technology.

I believe that my enthusiasm, my good analytical and communication skills will enable me to learn new competences required for any position. My capacity to work individually as well as with team will allow me to make an efficient contribution to your organization.

My attached resume provides additional information on my qualifications and experience.

Thank you for your consideration and I look forward to hearing from you soon.

Sincerely Yours,

Alain JABBOUR

Phone: 00961 3 314059 – Address: New Rawda, Lebanon.

Lebanon, Beirut, Mar Roukoz, Parc Saint Lazar

Alain Jabbour

Date of Birth: 24 May 1981 **Email:** alainjab@gmail.com

Phone: +961 1 694 692 **Mobile:** +961 3 31 40 59

Professional Objective

To continue my business career in a challenging working environment and a growing multinational organization, enhancing my business, commercial, communication knowledge, skills and adding value to myself and to the organization.

Work Experience

February 2019
Till Present

UNILUX Group
Financial Controller
CEO: Fouad Karam
Lighting & Automation control systems in Lebanon

Managing finance and accounting operations including Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition.
Supervising the daily work of the accountants including (invoices, receipts, stock transfer, bank deposit, DN/CN, returns, reserve & pending goods)
Monitor the credit ceiling, rental payments, renewals, maintenance fees)
Follow-up retailers accounts
Preparing payments to local suppliers & transfers to international suppliers.
Preparing payroll to comply with authorities (tax on salary, NSSF, VAT declaration)
Review reconciliation (banks, customers, suppliers)
Conducting regular inventory controls.
Handling company assets & their related depreciation.
Coordinating the budget and report variances in coordination with management
Prepare monthly financial statements & coordinate the regulatory reporting.
Develop and document business processes and accounting policies to maintain and strengthen internal controls
Additional controller duties as necessary

January 2016
Till September 2018

HALAWI Group
Financial Reporting & Control
CEO: Mahmoud Halawi
Financial services & Exchange activities in Lebanon

Stay aware & updated on changes in financial regulations and legislations about new rules & procedures introduced by Central Bank
Improving financial reporting & business analysis modules by implementing ERP system (Microsoft AX)
Authorize suppliers & third-parties' payments.
Monitoring payroll (Tax, NSSF calculations) in coordination with HR & auditor.
Perform & generate financial reports, financial analysis reporting to management about any financial discrepancies & recommend effective actions.
Managing legal cases in coordination with the company lawyer.
Respond to accounting inquiries from management in a timely fashion.
Assist in budget preparation.
Perform full set of accounts & ensure month-end timely closing with necessary reconciliations as well as respect properly deadlines.

January 2011
June 2015

FoodStuff SAL
Senior Internal Auditor - Levant
Chairman: Joseph Sioufi
FMCG Company: Lebanon (BIC, Danone, Bonne Maman)
Syria (Kellog's, Garnier, L'Oreal, Malizia, Intesa, Monin, Elle&Vire…)
Jordan (Danone, Evian, Monin, Moussy, Carlsberg, Langnese…)
Egypt (Nespresso)

Financial reports: Periodically review to analyse variance against budgets and targets by classifying P&L vs. Ledgers.
Ensure the smooth running & controlling of the accounting department.
Check customers' rebates vs. contracts signed, stamps …
Periodical review of reconciliations:
- o Banks: Monthly
- o Top customers: Quarterly
- o Suppliers: Quarterly

Detective expenses tests & approval levels.
Assisting in stock count (Semi-annually & yearly) in addition to the spot counts of POS
Fuel and Trucks cost analysis.
Gross margin review per customer category/channels
Aging report & top customers balances movements.
Specific analytical reports on expiries, returns, free items.
Review of Purchase & Costing documents.
Year-end review (provisions, depreciation, prepaid, accruals …)
Periodical tests on fixed assets (Additions, disposals, classification…)
Checking Payroll, Vouchers & Journal entries related.
Quarterly checking of NSSF & Tax on salaries declarations.
Assist the CFO in preparing periodic financial and management reports raised to the top management.
Performs other related duties requested by Management.

November 2009 **Sleep Comfort SAL**
December 2010 ***Internal Controller***
CEO: Noel Ayoub

Daily control of all accounting transactions.
Monitoring A/R aging accounts report & follow-up with sales team.
Financial reports audit and analyse.
Periodical spot count of cash and stock items.

May 2007 **Amwal Invest SAL**
October 2009 **Financial Services (BDL No. 38)**
Head of accounting department
CEO: Sheikh Thamer Ben Saïd el Shanfari

Set up of accounting parameters. Handling all accounting issues related to customers operations and portfolios.
Managing payroll, social security and taxes on salaries
Reports of Central bank and related parties.
Oversee the work of Treasurer and bank and correspondents' reconciliations + cash management issues.

July 2004 **BDO - Fiduciaire du Moyen Orient.**
May 2007 *Partner: Gérard Zovighian*
Auditor at BDO-Fiduciaire du Moyen-Orient: Being member of BDO International which is one of the Big five international accounting and auditing firms with more than 500 offices worldwide.

Purely external audit work as part of a team. (Sectors: Banking, Retail, Industrial...)
Periodic analytical review of trial balance accounts.
Perform audit sampling tests for the major accounts ledgers to assure their accuracy, completeness and the existence of the records.
End of year review (cash & stock count, provisions, depreciation, accruals and prepaid, reconciliations)

Seminars & Conferences

Attended training sessions organised regularly by the office in:

- Audit: Planning, Internal Control, Financial Accounting & Reporting (IFRS)
- Risk Management.
- Laws & taxation.
- Money Laundering.
- Financial Markets.

Language Skills

- Arabic
- French
- English
- Spanish

Technical Skills

- Microsoft Office Package
- Oscar (Taxation Software)
- ICBS
- Pims 2
- Dolphin Soft Design (Accounting Software)
- BDO Compass (Audit Software)
- Wizard
- Microsoft Dynamics AX

Education

Academic Study College St. Joseph, La Sagesse - Achrafieh.

Secondary Study Bachelor of Commercial Sciences from "La Sagesse Technical College" - Major in Accounting

2001-2004 La Sagesse - St. Paul University.
Business Administration degree, with emphasis in Finance

Modules included:

- Financial Analysis
- Financial Management
- Financial Mathematics and Accounting
- Banking analysis and Risk management
- Economics
- Audit

2018 **CMA -** Self Study (Part1)

Referees

Miss Paula Achouh
Audit supervisor
Quality Control Manager
Fiduciaire du Moyen Orient
Sin El Fil – Blvd Fouad Chehab
Geahchan Building – 1st floor
Beirut – Lebanon
Mobile: (961) 3 212396

Miss. Reem Haddad
HR Manager
Foodstuff – Sisco Group
Saifi - Beirut
Phone: (961) 1 442 442
Mobile: (961) 3 064 243
Mr. Pierre Braidy (Professor & Assistant Dean of La Sagesse University) 01/291091