

Richard Nakhlé

Address: Lebanon, Beirut, Baabda, Bsaba
Date of Birth: 17-October-1987
Mobile: +961 3 665492
E-mail richard.nakhle@hotmail.com

ACHIEVED STUDIES:

- **M1 in Finance and Financial Institutions**
Lebanese University
- **Bachelor in Finance and Financial Institutions**
Lebanese University
- **Baccalaureate – Life Science**
Ecole des sœurs des saints cœurs

SPECIFIC SKILLS

- **IT :** SAP all in one, MS Office (Outlook, Excel, Word, PowerPoint)
- **Languages:** English and French (advanced), Arabic (native).
- **Relevant University Courses:** Financial Management, Accounting, Quality Control.
- **Main trainings :** 7 Habits of the highly effective people – Steven Covey
Rockfeller Habits – Edward Capaldi Workshop
Situational Leadership II – Starmanship and Associates (Official partner of Ken Blanchard Companies).
PwC's Annual IFRS Update - 2019

RELEVANT EXPERIENCE

CHIEF ACCOUNTANT (February 2017 – till date)

Mitsulift Lebanon sal – Dbayeh – Lebanon.

Social Security Funds, Fiscal and Tax declaration.

Bank, cash and balance sheet items reconciliation.

P&L, Balance sheet and cash flow financial reporting.

Managing and supporting team members.

Bank and cash position management.

Costing of imported goods.

Managing the foreign suppliers accounts (LC, bank transfers)

Maintaining employee accounts.

Assisting in SAP implementation, data migration and testing the outputs.

Responsible of several Mitsulift offshore companies: Accounting entries and financial reporting.

SENIOR ACCOUNTANT (2014 - February 2017)

Mitsulift Lebanon sal – Dbayeh – Lebanon.

Data entry

Assisting the internal and external audit process.

Closing entries (Monthly, quarterly and annually)

Stock control and cost allocation

Employee's petty cash management

ACCOUNTANT (2009-2013)

Mitsulift Lebanon sal – Dbayeh – Lebanon.

Accounting documents control, analyses and booking.

Data entry and archiving / filing operations.

Follow up on clients and vendors invoices and accounts.

Managing the account payable.

Preparation and updating the bank-pricing table.

OTHER EXPERIENCES

Internship: Business Financial Group: General accounting (2008)

Private lessons: High school students (Scientific courses) (2005-2013)

Student Job: Waiter – Catering service - Pâtisserie Larissa. (2005-2006)

Chef de Rang – Pub-Resto - Monot Street Achrafieh. (2006-2008)