

JeanPaul Elie Khoueiry

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Personal Information

Nationality:	Lebanese
Resident of:	Jounieh, Lebanon
Place & Date of Birth:	Jbeil, 29 th of August 1986
Status:	Single

Professional Experience & Education

August 2010 - July 2013	Senior Accountant at Napco Consumer Products Co.-KSA Member of INDEVCO Group Receivables: July 2012 till July 2013 <ul style="list-style-type: none"><input type="checkbox"/> Handling accounting records for more than 8000 customers<input type="checkbox"/> Posting all cash receipts, discounts, allowances, price differences, returns...<input type="checkbox"/> Following up, collection and allocation of payments.<input type="checkbox"/> Carrying out billing, collection and reporting activities according to specific deadlines.<input type="checkbox"/> Solving problems that appears on aging reports.<input type="checkbox"/> Checking discount claims.<input type="checkbox"/> Reconciling customers' accounts after receiving letters of balance confirmations.<input type="checkbox"/> Investigating and resolving customers' inquiries.<input type="checkbox"/> Communicating with customers and salesmen.
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Payables: July 2011 till July 2012

- ☐ Matching invoices to receipt notes vouchers.
- ☐ Posting incoming vendor invoices.
- ☐ Preparing and processing checks, cash vouchers and bank transfers of accounts payables.
- ☐ Reconciling suppliers accounts after receiving letters of balance confirmations.
- ☐ Preparing accounts analysis.
- ☐ Resolving differences in payments.
- ☐ Vendor accounts maintenance, including open items management.
- ☐ Communicating with procurement team, warehouse team and vendors and replying to inquiries.

Payroll: August 2010 till July 2011

- ☐ Processing monthly payroll, benefits and allowances for over 800 employees in 6 different gulf countries.
- ☐ Preparing payments for paid leaves and end of services.
- ☐ Checking staff's attendance for any abnormality or system problems.
- ☐ Paying staff's housing allowances and expense claims.

General Accounting:

- ☐ Training and supervising junior accountants.
- ☐ Managing fixed assets records (acquisitions, depreciations, disposals).
- ☐ Working on integrity between reports and modules.
- ☐ Monitoring unrealized gains and losses and clearing them.
- ☐ Reconciling bank accounts.
- ☐ Introducing new techniques and procedures.

Education, Certificates and Honoraria.

- ☐ Earned award for excellent performance during year-end auditing process.
- ☐ Received a certificate of appreciation as the "Ideal Employee of the Year 2011".

March 2012
October 2011

October 2005-July 2009

Lebanese University
Bachelor of Science in Finance and Financial Institutions

October 1989-June 2005

Antonine Sisters School:
Lebanese Baccalaureate – General Sciences (emphasis on Math and Science)

Languages & Skills

Languages:

Arabic: Fluent
English: Fluent
French: Very good

Computer skills:

PeopleSoft Citrix ERP: Advanced level in accounting and HR modules.
Microsoft Excel: Advanced level
Microsoft Outlook: Advanced level
Microsoft Access: Advanced level
Visual Basic: Advanced level

Skills:

Attention to details, critical thinker, responsible, efficient, enthusiastic, team player, highly organized.

Hobbies

Camping, Ping Pong, Football, Basketball, Reading