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Beirut, Lebanon rajaitani@gmail.com

**Raja M. Itani**

**Objectives:**

Being an effective management leader in the business world of a rapidly changing global business environment. ROI-driven professional with track record of building successful and profitable department.

**Education:**

v January 2005 University of Phoenix Phoenix, USA

**Business Administration – MBA (Distinction)**

v October 2000 University of Phoenix Phoenix, USA

**Business Administration/Management**

**BS Degree (Dual Majors)**

**Experience:**

V **Qualios W.L.L,: Doha, Qatar, Beirut, Lebanon and Baghdad, Iraq**

Ø **Controls Manager/Internal Audit 2015 – Current**

- Establish controls, procedures and policy for the company

 - Consolidate allcompany information, payroll, HR, accounting.

 - Project Management.

**PCM INC., El Segundo, CA (NASDAQ “PCMI”)**

Ø **Accounts Payable Manager 1999 – 2014**

- Manage overall Accounts Payable functions

- Review business processes and propose enhancements, and increase department efficiency

- Reconcile various ERP AP systems for various entities within the Business unit

- Interact with various departments (GL, Sales, purchasing, marketing, etc…)

- Cooperate with executive team to make financial decisions

- Involved with IPO and IPO spinoff

- Responsible for hiring, training, and termination when necessary

-Multi-national, multi-company with various offices domestically and internationally

Ø **Senior Accounts Payable Supervisor 1993 – 1999**

- Accounts Payable supervision of daily operations of department of 18 employees.

- Responsible for writing checks, wiring funds, and paying via ACH in excess of $1.5 billion

dollars annually

**Special Projects:**

v Implemented software applications that automated work-related processes such as eliminating manual

Invoice entry through EDI.

v Eliminated weekly printed reports with database systems development.

**Awards & Activities:**

v **PCM Outstanding Award – 10 years of Dedicated Service** 1995-2005

v **Habitat for Humanity Volunteer** 2001 – 2003

v **Franklin Covey - 7 Habits of Highly Effective People** May 2000

**Technical Skills:**

v Accounting Systems: Microsoft Dynamics AX, Microsoft Great Plains, Oracle, MACS, Trend, Concur

T&E solutions

v EDI Literate: Positive pay with Bank of America

v Operating Systems: Windows 7, Windows XP, Windows NT, and DOS

v MS Office: Word, Excel, PowerPoint, Access, Project Management, and More.

v Extensive Internet experience using Microsoft Internet Explorer

**Languages:**

v **English:** Read, Spoken, and written. American citizen

v **Arabic:** Read, Spoken, and written

**Interests & Activities:**

Basketball, Swimming, Traveling

**References**

Outstanding references are available upon request.