

# Jimmy W. Constantine

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Languages: Fluent in English, French and Arabic

## Technical skills:

- Advanced skills in using the Microsoft Office suite, Internet browsers.
- Good knowledge and skills in budget and finance.
- Advanced knowledge and skills in customer service, customer care, and communication.

## Educational Background:

<b>2009</b>	BA in Business Computing	<i>Holy Spirit University, Kaslik, Lebanon.</i>
<b>2004</b>	Technical Baccalaureate in Computer & Accounting	<i>Cortbawi Institute, Adma, Lebanon.</i>

## Professional Experience:

<b>Hilton Grand Habtoor / Hilton Metropolitan</b>	<b>September 2015 – Present</b>
<b>Night Auditor</b>	

- Extend PM, create new PY (Micros - Opera Interface) for next day.
- Audit the Front Office work, ccm to be posted correctly on OPERA, taxi, parking, paid outs, direct bill, and print necessary reports.
- Make sure all outlets delivered their invoices and posted correctly on Micros, fill in the necessary reports (Discrepancy, Covers, Night Audit, Income and F&B meal plan)
- Check the rooms' rates, telecommunication system and if there is any discrepancy between OPERA and Micros.
- Run the night audit, print reports, and complete the Income report to be sent to managers.

<b>Warwick Stone 55 Hotel, Zalka, Lebanon</b>	<b>December 2014 – August 2015</b>
<b>Night Auditor / Front Office Agent</b>	

- Taking reservations, Check-in / Check-out procedures during overnight using the Hotel Management System
- Auditing all rooms: rates, F&B posting, extra charging, check-in/checkout dates, VAT.
- System Backup
- EOD of GPOS after auditing F&B invoices and printing necessary reports.
- Night Audit procedure: charging calls, room's charging nights, all charges to be made correctly, separate city ledger from individual accounts, check guests' accounts and telecommunication system.
- Prepare all arrivals including transportation.
- Printing out all necessary reports for all departments.

- Check if all arrivals and departures to be written on the General Security book and entered on their system.
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**Seif Beauty Clinic, Jounieh, Lebanon**

**April 2014 – June 2014**

***Accountant / Store Manager***

- Implementing the OMEGA software in the Head Office and in the other 9 branches.
- Follow up on purchasing and suppliers' SOA.
- Controlling the sales in all branches.
- Gathering the required information for a monthly financial report.
- Preparing the payroll on a monthly basis.

**Ministry of Interior, Batroun Civil Register, Lebanon**

**February 2010 – April 2014**

***National ID Project Agent***

- Filling in the required information for the citizens' ID.
  - Coordinating with the mayors for governmental papers.
  - Working on the check lists sent by the Ministry of Interior.
  - Applying certain laws concerning the IDs.
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**Batrouniyat Restaurant, Batroun, Lebanon**

**May 2011 – December 2011**

***Cost Controlling and Finance***

- Employing the OMEGA software in order to get the cost.
  - Reducing the cost and maintaining a high quality.
  - Tracking the suppliers' accounts.
  - Preparing the payroll.
  - Checking the bank reconciliation.
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**OMEGA Software Company, Jdeideh, Lebanon**

**June 2009 – October 2009**

***Customer Support***

- Implementing the software in many companies such as restaurants, retails, hotels.
  - Training on the different programs for companies.
  - Specialized in the Inventory and cost controlling program.
  - Being in contact with the customers in order to resolve their problems.
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**Le Royal Hotel, Dbayeh, Lebanon**

**June 2007 – June 2008**

***Finance Supervisor***

- Using the Micros Fidelio software regarding the membership and posting all the events in the WaterGate.
- Building a team of cashiers.
- Training on the different outlet.
- Creating a weekly team schedule.
- Getting the real benefit of some items.
- Making sure to have the minimum waist.
- Providing the financial reports every day for the MOD.
- Making sure not to have any mistake regarding the cash flow.

- Coordinating with the night auditor on some financial issues.
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**Nassar Business (Restaurants), Tabarja, Lebanon    November 2005 - February 2007**  
***Accountant, Cashier, Stock Keeper and Receptionist***

- Generating the customers' bills.
- Preparing the stock inventory weekly or monthly.
- Preparing all the suppliers accounts.
- Taking customers' reservations.