**Adel Atayleh**

No 3 Useni way, Life Camp, Abuja Nigeria 234

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**Summary**

Financial Professional specializing in corporate development and financial due diligence.

**Highlights**

Microsoft office, accounting software; ERP (Enterprise
Resource Planning) software

**Experience**

**Accounting Manager**

March 2016 to Current
**Razan Investment and Distribution LTD** - Abuja, Nigeria

Razan Investment and Distribution ltd (Distributors of Vegetable oil, Soya oil, Margarine and Vegetable Fats for industrial usage, from Rom Oil Mills Ltd subsidiary for Flour Mills of Nigeria .

**Assistant Finance manager**

July 2010 to February 2016

**Westafco Nigeria Limited under Prime** - Lagos, Nigeria

Sole distributor of RAK ceramics products in Nigeria (39 Burma Road- Apapa -Lagos-
Nigeria) Accounting and Financial Experience Internal Responsible of financial activities Maintaining local
banking relationships Authorizing payments, monitoring other expenditures and reporting major variances
Coordinating the approval and rejection of credits and commercial loans, Developing and analyzing information to
assess the current and future financial status of firm, Responsible of payables and receivables accounts
Responsible of all reconciliations activities in the company (banks, suppliers, customers etc.) Maintaining, monitoring all system transactions, monthly, quarterly and yearly closing reports Responsible of costing and
pricing Preparing budgets and cash flow reports, Preparing cost estimates for projects.

**Education**

**BA of Business Management**: **Business Management**, September 2009

**Arts, Sciences and Technology University in Lebanon** - Beirut, Beirut, Lebanon
Arts, Sciences and Technology University in Lebanon) -Jeser Al Bacha- Beirut, Lebanon

- 2001-2004: Technical Baccalaureate in Accounting at Al Carmelite Technical institute- Mejdlaya-North Lebanon

 **Languages**

 - Arabic, English: Fluent
 - French: Intermediate

**Personal Information**

- Date of birth: January, 7, 1984
- Nationality: Lebanese
- Gender: Male
- Marital status: Married

**Skills**

Accounting, accounting software (ERP), banking, budgets, cash flow, training, forecasting, costing,

 Cost control, supervision.