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J O S I A N E M A S S I H I

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| --- | --- |
| Objective: | I am seeking to have a professional career in a well-reputed company or a multinational, to add to my experience in the fields of accounting, management & key accounts.  |
| Experience:**April 2015 to October 2016:****December 2013****Till March 2014:** **July 2012 till November 2013:** | **Al Sahel coast heavy trade of equipment & pledges / Sahel Alma Highway**Position/Title: Senior Accountant* Taking in charge all accounting duties
* Prepare Salaries for workers & employees
* Reconciliation of all accounts banks, clients, suppliers
* Handling account payable & receivable

**Ministry Of Food S.A.L / Jal El Dib Highway***Position/Title: Senior Accountant** Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, transactions; resolving discrepancies
* Prepare monthly account reconciliations
* In charge of all Payments
* Handling correspondence regarding suppliers as well as customers concerning accounting and administrative issues.

**Supreme Services S.A.L Travel & Tourism / Dora Highway***Position/Title: Senior Accountant & HR** Ensure managerial/admin duties.
* Taking in charge all accounts receivable and payable.
* Track daily expenses and process expense reports
* Research and resolve invoice discrepancies and issues
* Do the daily attendance & prepare monthly salaries
* correspond with vendors and respond to inquiries
* assist with month end closing
* Process, verify and maintain documentation relating to personnel and supervising housekeeper & janitor.
* Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance.
* Serve as a link between management and employees by handling questions, interpreting and administering contracts.
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| From 2001 till June 2012: | Estephan Company For Contracting & Trading / *Jounieh**Position/Title: Accountant** Handling correspondence and clerical work and carry out administrative duties.
* Taking in charge all accounting matters in the batching plant factory concerning ready mixed concrete, as:
* Holding data entries and booking of Bill of Quantity (BOQ) for tenders concerning public works.
* Prepares payments by verifying documentation.
* Prepares capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Handling petty cash, payroll, purchase invoices, sales invoices, bank transactions, stock, receipt vouchers, journal vouchers.
* Prepare monthly account/bank reconciliations
* Assist with analyzing financial statements on a monthly basis and report on variances.
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|  2000 – 1999: | Societe Libanaise Pour Les Métaux (SLM) – Grp Tannous / *Carantaine*.*Position/Title: Assistant accountant** Performed accounting assistances & daily administrative accounting reports.
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| 1999-2000: | Lebanon 2000 – Hostess Department / *Beirut**Position/Title: hostess controller** Controlling and managing the hostesses’ performances and provided assistance in the organization of some events.
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| **1998-1999:** | Ipsos Stat / *Dora**Position/Title: statistic reporter** Carried out various statistic projects.
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| Skills: | Very good knowledge in Microsoft office. |
| Education: |  1998-2001 Holy Spirit University – *Kaslik* Business Management.1983-1997 Sainte Famille Française - *Jounieh*  Baccalaureate Part I - II |
| Language: | Talking, reading and writing fluently English and French.Talking, reading and writing fairly Spanish.Arabic native language. |

**Reference**: Upon request.