*Tel*: 961 3 600 932 – 961 9 933 051



*Email*: [josianemassihi@gmail.com](mailto:josianemassihi@gmail.com)

[jmassihi@hotmail.com](mailto:jmassihi@hotmail.com)

*Address*: Sahel Alma – Jounieh; Lebanon

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. |
| 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. |
| 2000 – 1999: | Societe Libanaise Pour Les Métaux (SLM) – Grp Tannous / *Carantaine*.  *Position/Title: Assistant accountant*   * Performed accounting assistances & daily administrative accounting reports. |
| 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. |
| **1998-1999:** | Ipsos Stat / *Dora*  *Position/Title: statistic reporter*   * Carried out various statistic projects. |
| 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.