

## **Tony Chahine**

D.O.B: 24-04-1988

Jeita - Lebanon

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### **Education**

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- Master In Project Management – A.U.L Sin El Fil.
- Business Management - A.U.L Sin El Fil 2011 – 2014.
- BT3 - Hostelry School Dekwene 2007 - 2009.

### **Work Experience**

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#### **The Grocery SARL Antelias – Lebanon**

**2017 – 2018**

##### ***Senior Accountant***

- Audit on daily cash.
- Bank Reconciliation, making follow ups on all bank transactions and accounts.
- Daily and monthly revenue and expenses.
- P&L monthly report.
- Deal with suppliers regarding payments due dates.
- Pay suppliers according to payment calendar submitted and ensure all related documents with beneficiary signature.

#### **M. Ezzat Jallad & Fils (Caterpillar) Zouk Mkayel - Lebanon**

**2014 - 2017**

##### ***Account Receivable Officer***

- Prepare and execute daily cash transactions (payments & receipts vouchers fills in Voucher and Secure authorized signatures.
- Records vouchers according to date, serial numbers and currency.
- Pay suppliers according to payment calendar submitted and ensure all related documents with beneficiary signature.
- Receive on daily basis all type of banknotes and accomplish the count procedures.
- Coordinate with banks for deposits and statements.
- Deal with suppliers regarding payments due dates.
- Contact clients for dues settling collection.
- Resolve customers' accounts problems and feedback.

#### **OBE ONE K s.a.r.l - Beirut - Lebanon**

**2012 – 2014**

##### ***Accountant***

- Prepare accounts and tax returns.
- Administering payrolls, controlling income and expenditure.
- Deal with insolvency cases.
- Analyze accounting records, financial statements,
- Review financial reports to assess accuracy conformance to reporting and procedural standards.

#### **Arjaan by Rotana Hotel – Raoushe – Lebanon**

**2011 - 2012.**

##### ***Night Auditor***

- Manage hotel operations.
- Perform accurate check-ins and check-out of guest daily.
- Responsible for a cash float throughout the shift.
- Make reservations over the phone and in person and ensure all aspects of reservations are followed.
- Produce daily reports for all departments

### **Computer Skills**

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- Silicon Integra, Micros, Opera, Brains,ERP (Microsoft Dynamics) ,Microsoft office

### **Languages:**

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- Fluent in Arabic, French ,English

### **Reference:**

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- Available upon request.