

Omar Toufik Alloz

Personal Information

Social Status: Married

Nationality: Lebanese

DOB: November 19th, 1988

Permanent address: Beirut, Zeidanieh, Ibn Rochod Rstreet, Abyad Building, 4th floor

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Professional Experience

Feb 2018 – June 2018

Dalfa Properties

Beirut, Lebanon

Accountant

July 2017 – Feb. 2018

United Sports of Lebanon (Nike & Converse) Beirut, Lebanon

Accountant

- Booking daily accounting entries
- Issuing invoices for wholesale
- Issuing receipts
- Reconciliation for suppliers' accounts
- Prepare and follow up suppliers payments
- Booking daily sales for Converse and Nike stores.
- Reconciliation of "daily sales vs bank deposits" and "stores vs accounting"

Nov. 2014 – July 2017

Vitas s.a.l

Hazmieh, Lebanon

Finance and Reporting Officer

- Bank balances/ceiling
- Performing bank transfers between accounts
- Managing bank transfers
- Monitoring due payments to lenders and third parties
- Preparing payments to third parties-lenders-guarantors
- Managing interest payments on loans and facilities
- Banks accounts reconciliation
- Reconcile bank accounts data between MIS and accounting figures including but unlimited to un-cleared checks, collection agents' accounts, letters of transfer, taxes, and bank invoices.
- Following up with loan officers and operation managers on late un-cleared checks
- Monitoring the usage of loans facilities
- Coordinating with operations and credit department to ensure funds needed for direct lending disbursements
- Preparing monthly stamp invoices between partnering banks (tax payments for Ministry of Finance)
- Monthly Gap (LBP vs USD currency)
- Reconcile the direct lending repayments and allocations and matching figures between accounting books and MIS data
- Submit financial reports for external auditors
- Preparing provisions, accruals, unearned interest, and revenues allocations
- Preparing balance sheets by currency
- Preparing recoveries/ written off loans by branch
- Assist in preparing claims for the insurance companies

- Assist in preparing all repayments of defaulted loans to bank partners
- Assist in preparing demand for payments to be submitted to guarantors' company

Nov. 2012 – Nov 2014

Vitas s.a.l

Hazmieh, Lebanon

Accounting Officer

- Bank daily portfolio
- Direct lending repayment entries
- Handle records of all financial transactions
- Submit financial reports for external auditors
- Implementing calculations for prepaid and accrued expenses
- Booking Daily accounting entries; payables and receivables
- CDR report (Central de risqué) -Central Bank of Lebanon
- Preparation of accounting and fiscal reports for CBL, GC and Vitas
- Disbursement direct lending and cancellation checks on Navision
- Fiscal stamp stock/log and monitoring purchased orders
- Purchasing order and follow up with suppliers
- Data reconciliation into accounting system
- Process and analyze data from banks
- Process repayments & reconciliation
- Issues checks
- Petty cash
- Prepare daily GAP
- Prepare accruals and prepaid payments
- Scanning and filing daily and monthly entries
- Prepare Depreciation tables and entries
- End of month closing

Reporting:

Monthly reporting to BDL:

- CDR for clients and guarantors
- STR reports: 2010-0(balance sheets report), INV12 (for bank current and time deposit accounts)
- A3, A4, A5 (specifying loans according to terms, days and arrears

BCCL Reports: 14C, M2, X2, EQPF, P&L, CIGI etc...

September 2009 – August 2012

Ismail Company

Beirut, Lebanon

Salesman

Education

Sept 2009 – August 2012

Arab Open University

Tayouneh, Lebanon

BA in Business Management

Concentration: Accounting

July 2008

Jobran Endrawos Official High School

Beirut, Lebanon

Lebanese Baccalaureate - Socioeconomic branch

Skills and Qualifications

Computer skills: Navision accounting software, Oracle JD Edwards, Visual Dolphin, web-abacus, CDR program, Wizard, MS Office.

Languages: Fluent in English and Arabic, written and spoken.