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| beirut-MAR roukoz |
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GEORGES DAABOUL

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| **PERSONAL INFORMATION** |
|  | - Marital Status: Married- Nationality: Lebanese- Place & Date of Birth: Beirut, 01/04/1976 |
| **Education** |
|  | 1998 – 2003 Lebanese University, Sciences Faculty *BS in Computer Sciences*1995 - 1997 Dekwaneh High School  High School Degree |
| **OBJECTIVE** |
|  | To obtain a position as a financial manager at one of the most significant companies in Lebanon and to work in a challenging environment that will foster my growth as a professional as I develop my skills and widen the scope of my knowledge. |
| **strengths** |
|  | 1. 1. Capable for the compilation, verification, analysis, interpretation, and dissemination of crucial financial data – whether actual, foreseen, or budgeted
2. 2. Good experience in the concept of acquisition accounting and mergers
3. 3. Competent in tasks such as statutory reporting and tax related duties
4. 4. Proven ability and proficiency in implementing, analyzing, and managing new accounting procedures and systems; adept at systems integration and staff training
5. 5. Adopt an effective proactive and flexible leadership style, which is useful in meeting strict deadlines and motivating a team under extreme pressure
6. 6. Ability for determining specific, measurable, attainable, realistic, and time-measured financial objectives
7. 7. Good knowledge in the preparation of annual budget and forecasting of trends
8. 8. Remarkably skilled in developing reports for the top management, summarizing the company’s financial status in various business aspects and coordinating the preparation of tactical plans, financial forecasts, and budgets
9. 9. Outstanding ability to develop and update accounting, finance, and management procedures and policies
10. 10. Utilizing a highly organized, self-motivated, and proactive approach to work
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| **Professional experience** |
| ­ | **August 2015- Present NGNO SAL****Elissar – Beirut, Lebanon***Financial Controller* NoGarlicNoOnions (NGNO SAL) has been sourcing Lebanon and beyond, to discover and share the very finest culinary creations with its audience. My duties as a financial controller:1. Responsible for the preparation of monthly financial results, budget, and quarterly forecasts, and completion of the reporting requirements
2. Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top level management
3. Key in entries and maintain the company’s general ledger
4. Prepare and file the necessary annual tax forms according to company and state policies with the auditor.
5. Conduct a review of the monthly Business Activity Statements and balance sheet reconciliations
6. Responsible reviewing weekly accounts payable run and their authorization
7. Manage and oversee of NGOs grants and trust funds.
8. Act as coordinator and go-between for corporate office and local brokers in the development of company insurance policies
9. Suggest modifications and improvements to existing processes and help in the evaluation of such changes

**December 2014- August 2015 Harb Trading Ets.****Fanar – Beirut, Lebanon***Financial Manager* Harb Trading Company is the one of the top leading companies in Lebanon that provides Wood and Industrial Tools to the Lebanese market in addition to the business services and technical support with the highest standards:1. Responsible for the review and compilation of financial data from the company’s branches in the country, including balance sheets, profit and loss statements, budgets reports, as well as forecasts
2. Prepare and conduct reviews of variance, cash flow, and KPI reports
3. Create and review the year-end financial statements according to accepted accounting principles
4. Accomplish tax reporting as directed
5. coordinating with auditors to ensure monthly and annual monitoring is carried out (including all Governmental declarations and documents)

**March 2011- November 2014 m&b PHARMA SAL****Achrafieh, Gemmayze – Beirut, Lebanon***Financial Manager* M&B PHARMA is a pharmaceutical company located in Lebanon which deals with foreign and local customers and suppliers as well. As a financial manager, I was responsible for:1. Preparing and submitting monthly management accounts in a timely manner
2. Checking the general ledger for errors and performing reconciliations
3. Preparing the necessary weekly and monthly documents, including payroll, annual returns, and group tax certificates
4. Preparing reports which provided a summary of the forecast company business activity and financial position
5. Calculating accurately the depreciation rates to apply to capital assets
6. Supervising all Finance & Administration Department employees and was responsible for the division’s overall management, coordination, and assessment
7. Providing financial advice and support to clients and staff to enable them to make sound business decisions
8. Monitoring and interpreting cash flows and predicting future trend

**August 2005- March 2011** * **September 2006- March 2011**

 **Sofil Catering**  **Pavillon Royal, Biel – Beirut, Lebanon** *Business Analyst-Internal Auditor* Sofil Catering is a food production corporation solely devoted for banqueting, event organizing, hosting, and catering to corporate accounts. My job description, at Sofil, combines the responsibility of both operation supervisor and internal auditor: 1. Ensuring accurate financial roll out
2. Monitoring daily, weekly and periodic fiscal operations,
3. Decreasing shrinkage, increasing yield ratio, reducing theft practices, contributing in a profitable operation.
4. Coordinating activities of personnel involved with analysis of business reports.
5. Compilation and updating of cost control records, utilizing knowledge of reports inventories, usage, cost, distribution, frequency, and operating practices.
6. Planning and directing activities intended to develop new or revised reports format.
7. Analyzing and evaluating staff performance and approving changes of implementation
* **August 2005- September 2006**

 **Sofil Health (Clemenceau Medical Center)**  **Clemenceau, Lebanon** *Cost Controller-Manager* Sofil Health is a catering company specialized in providing healthy nutritional services. I was in charge of:1. Staffing and recruitment, and responsible for all cost-controlling activities including supervision of staff and cashiers.
2. All the purchasing transactions and the main store issues including managing the store keeper and implementing the hygiene procedures for HACCP.
3. Consulting in terms of contract deals and supervision.
4. Auditing the accounting department from the head office in terms of Sofil Health transactions.
5. Managing all the IT related problems and coordinating with IT department of the hospital.
6. Working on developing the company’s back office software.
7. Auditing the hospital’s DMS software system and made sure all the data was up-to-date.

**April 2005 Hopital Al-Arz** **Jal-el Dib, Lebanon** *Accreditation***Nov 2004 – Jan 2005 D&H (Second Cup)** **Downtown, Lebanon** *Purchasing & Imports Manager and Cost Controller* Second Cup is an international coffee shops chain that opened in Lebanon. I was in charge of Purchasing, imports, & cost controlling at the Downtown Beirut branch. Among my duties was survey conduction to search for new locations and prepare feasibility studies for future branches openings. One of the main tasks assigned to me was the IT work involving software maintenance, installation of new software, solving problems that occurred during operation.**April till November 2004 Hobbs sarl** **Zkak el blat, Lebanon***Purchasing Manager and Cost Controller* The company Hobbs owns two restaurants, a central kitchen and a delivery department. As Purchasing Manager, my job description included all the purchasing operations related to the F&B department. Furthermore, the job of cost controller constituted of checking the amounts of goods used by all the afore-mentioned departments and the accounts related to sales, quantities, employees’ work system, and even storage. I was also in charge of all the programs related to the storage (Wincheck, Ice), and the costing (Squirrel), as well as their operation, maintenance, software updates and installation, in addition to operation of Windows. My job was also to supervise the Storekeeper and to coordinate with him, being his unique reference. **2000-2004 Parks & resorts (Waves Aqua Park) Mansourieh, El Metn**Purchasing Manager, Cost Controller and Warehousing Waves Aqua Park has five storerooms including F&B, and Maintenance. As Purchasing Manager, I was involved in all the purchasing operations in the different departments of the Park. I was also responsible for handling the administrative and cost controlling transactions of the all five stores. Moreover, my job description also included all the contacts and transactions signings with the suppliers including invoicing and follow-up on the supervision, financial and check-up levels. In addition to all of that, I was also in charge of all the related computer programs (Squirrel, Wincheck…) and their maintenance, updates, operation and work on Windows. |
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| **Languages & SKILLS** |
|  | 1. Fluency in written, spoken & read Arabic, French, English
2. Computer knowledge
3. **Operating System**: Windows
4. **Programming languages**: ASP.NET (C sharp) , ASP, HTML, XML, C++, JAVA)
5. **Database**: SQL
6. **Other**: Word, Excel, Power Point, Access, Internet.
7. Computer systems: Pims, Brains, InventorySoft Enterprise Wincheck, Ice, Squirrel, Dolphin, Omega, Micros and Material Control
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| **Hobbies** |
|  | Swimming, diving, reading, traveling, painting. |