

# Amin Kobeissy

**Komatiye, Ein Jouwayk, Komaty Bldg, 2<sup>nd</sup> floor**  
**Telephone: 00961-5-271626 (Home)**  
**00961-3-103998(Mobile)**  
**Email: aminkkobeissy@gmail.com**

---

## Professional Profile

An enthusiastic and professional business man, who enjoys being part of, as well as leading, a successful and productive team. Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. Able to work well on my own initiatives and can demonstrate high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

---

## Objective

Now looking to build on my extensive range of Sales and Marketing skills within a suitably challenging role. Keen to achieve further professional development.

---

## Key Technical Skills

Microsoft word Microsoft  
Excel Microsoft  
PowerPoint  
Fidelio system for Hotels  
ICG Front Rest (software for Restaurants)  
ICG Front Hotel (software for Hotels) ICG  
Manager  
ICG Front retail  
FoxPro (accounting software)  
Social Media Expert (Twitter, Facebook, LinkedIn)

---

## Career Summary

### ➤ 2018- present

### **Senior Accountant at AYMS (Aref Younes for Medical Supplies) Beirut- Lebanon**

- Preparing Payable / receivable
- Follow up with clients about their account.
- Following up with the bank (checks, bank statements, etc. ...)
- Following up with auditor (balance sheet, invoices, VAT reports, Sales/ purchase report, etc.)
- Follow up with the company cash on hand.
- Follow-up with the major accounts receivables
- Follow up with the supplier accounts and prices ( part of my job was the purchasing from suppliers)
- Handle all administrative tasks related to all perspective department in the company

➤ **2009-2018**

**Senior Accountant at APTECH (Art and Printing technology) Beirut, Lebanon**

- Preparing Payable / receivable
- Follow up with clients about their account.
- Following up with the bank (checks, bank statements, etc. ...)
- Following up with auditor (balance sheet, invoices, VAT reports, Sales/ purchase report, etc.)
- Follow up with the company cash on hand.
- Follow-up with the major accounts receivables
- Follow up with the supplier accounts and prices ( part of my job was the purchasing from suppliers)
- Handle all administrative tasks related to all perspective department in the company

➤ **December 2012- February 2013**

**Self-employed: Consultant for a new Opened Company, Foz Di Iguassu, Brazil**

- Working on the project concept, staff recruitment, setting up suppliers, cost control, and budgeting
- Setting up the software that the company should work on, plus giving a technical opinion on the software that has been listed.
- Giving a sales and marketing, & costumer relation training,

➤ **2008-2009**

**Sales and reservation manager & Housekeeping Manager at Relax Apartment Beirut, Lebanon**

- Continuous follow-up and feedback with clients
  - Arrange conferences, meetings, and travel reservations
  - Complete forms in accordance with company procedures
  - Maintain and distribute staff weekly schedules and payroll
  - Follow-up with the major accounts payables and receivables
  - Follow-up with the Technical Department
  - Handle all administrative tasks related to the human resources department
- 
- Handle internal and external correspondence of the HR department by sending e -mails, faxes and letters.

➤ **2006- 2006**

**Front office agent at Riviera Hotel and Resort**

- Responsible for check-in & out procedure
- Customer reservation and payment procedure ensuring highest customer satisfaction

➤ **March 2005-December 2005**

**Bank Teller at Lebanese Canadian Bank**

- Responsible for Cash In and Cash Out procedure
- Checks Clearing.
- Costumers Multiple transactions

---

**Formal Qualifications:**

➤ **Masters in Management**

*Leibniz Universitat, Hanover, Germany (2007-2008)*

**Key Modules:**

Purchasing	Customer relation
Relation with suppliers	Management

- **National Diploma in business administration**  
*University Of Balamand, Lebanon (2003-2006)*

<b>Key Modules:</b>	Accounting	Macroeconomics
	Statistics	Finance
	Microeconomics	Sales, Marketing
	Customer relation	

---

**Languages**

**Native:** Arabic

**Fluent:** French & English

---

**Personal Details**

**Nationality:** Lebanese

**D.O.B:** January 27<sup>th</sup>, 1983

**Marital Status:** Married

**Children:** 1 Child (7 Month old baby girl)

---

**Interests & Activities**

Photography, Football, Scout leader, diving (deep diver certificate),  
Basketball, Horse Back Ridding and Hiking

**References are available on request**

