

CURRICULUM VITAE

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EDUCATION

1993- 2006 **CSE**
Multi sessions in Microsoft Office programs (Word, Excel, PowerPoint)

1993 **IBM**
Special courses in programming (AS400)

1992 **Lebanese Government**
Sworn Certified Accountant in Lebanon

1990 **IOS**
Computer Programing Diploma

1984 **IOS**
Accounting & Business Computer Diploma

EMPLOYMENT HISTORY

2016 -2018 **Sydney, Australia**
Managing Fernando Maintenance Company

- Follow up with clients
- All accounting responsibilities.
- Managing workers and organizing their duties.
- Quality control before delivery.
- Negotiations of new business contracts.

2015 -2016 **Mr. Tools (Jounieh)**
Manager and Chief Accountant

- All accounts duties and bank reconciliations
- LCs Opening
- Contacting suppliers
- Follow-up with customers
- Managing employees
- Organizing weekly meetings with salesmen allocating responsibilities
- Daily and weekly reports to the owners

2006- 2015

AZAR Jewelers (Zalka)

Chief Accountant & computer department manager

- Following up with the accountants in all the countries.
- Receiving and analyzing data entered to the system.
- Generating Monthly/ Weekly reports concerning the bank positions.
- Monitor the Expenditure VS Budget.
- Make sure all the expenses are allocated correctly up to the cost centers.
- Create the yearly budget needed for each entity relaying on the analysis done for previous years.
- Create Contract between all entities and maintaining the Legal connections.
- Administrator of the accounting System
- Follow up on all new projects, budgets, Cash Flows, Income Statements.
- Preparing the monthly payroll for each entity
- Reviewing all Trial Balance Sheets and reporting it to the owners.

A lot of other duties that suddenly arise and which are often managed directly.

1987- 2006

Dar Assayad (Hazmieh)

Assistant Manager in the Finance Department

- Analyzing financial paperwork to communication among departments.
- Preparing researches and analytical reports of new products of the company
interest upon requested
- Auditing all Journal Vouchers, Bank Payments.... supported with documents.
- Control the commercial transactions of existing and future projects in Coordination with Technical team and be sure that financial reports related to projects are in control
- Preparing and controlling the payroll of employees.
- Organizing and filling, keep all financial documents filed per dates.
- Hold bank statements up-to-date.
- Assist the Accounting Manager to prepare the financial reports such as balance sheets or profit/loss statements.

1993- 2000

Chinese Lebanese Company (Ashrafieh)

Chief Accountant (Part-time basis)

- Controlling data entry
- Preparing salaries and issuing checks
- All kinds of reports
- Analyzing revenues, costs, financial liabilities, and assets.
- Follow up on the Net Project Value (NPV & PI)
- Follow up on Project Budgeting Cost.
- Calculate Cash Flows accurately.
- Preparation of monthly management report.
- Preparation of the Monthly Balance Sheet and Profit & Loss reports.

- Following up and auditing on Letters of Credit, Letters of Guarantees, Over Drafts, Accounts and Short & Long term Loans.
- Preparation of Monthly Budgeting table for the future years.
- Preparation of all Feasibility studies for each new project and applying for new facilities from the banks.
- Budgeting yearly salary incomes and bonuses for employees, and planning for Increments following the Key Performance Indicator for each one of them

Languages: Fluent in Arabic, French and English.

Hobbies: Sports, reading & participation in TV quiz shows

References: Available upon request.

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