

# Resume

## **Personal Information:**

**Name:** Ayman El Aawar  
**Telephone:** +971 50 414 8686  
**E-mail:** aymanelaawar@gmail.com  
**Nationality:** Lebanese  
**Date of birth:** 07 /09/1978  
**Marital status:** Single



**Summary:** Dedicated and highly motivated Chief Accountant with 17 years of experience, seeking a position with an organization that offers opportunities for development and growth. Strong leadership skills with the ability to perform with diverse groups of people in a team atmosphere. Excellent time management skills with the ability to handle multiple tasks while adhering to strict deadlines.

**Education:** BS. Business Administration –Accounting & Finance Lebanese University, Faculty of Economic Sciences.

## **Professional Experience:**

**May 2006 – Present**

**Job Title:** Chief Accountant

**Company:** Alpha Holidays Tours & Travel L.L.C – Dubai – UAE

Alpha Holidays Tours & Travel L.L.C is an IATA accredited Travel Agency specialized in providing travel management services, to both Individual leisure and corporate traveler, from airline tickets, Hotel Accommodation, Cruises, holiday Packages and many other services.

## **Job Description**

- Assist in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting and payroll.
- Responsible for day to day finance and accounts operations and ensure timely closing of accounts.
- Supervise and participate in the preparation of financial statements and reports.
- Maintain general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, operating expenses and insurance records.
- Prioritize and plan work activities and set goals and objectives for the team and schedule their tasks.
- Review, analyze, interpret relevant Journals, financial reports, legal documents and approve payment vouchers, journal entries.
- Maintain the Prepayments, Accruals and overall general ledger.
- Finalization of monthly, quarterly & yearly accounts.
- Supervise the Credit collection and receivable and payable follow-up.

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- Prepare the weekly and monthly reconciliation for bank and credit card transactions.
- Manage all capex purchase, fixed assets and associated depreciation.
- Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- Develop and implement cost saving measures and contribute to profits and revenue.
- Monitor and review performance against budgets/forecasts and timely flags risks of overruns.
- Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns.
- Establish system controls for new financial systems and develops procedures to improve existing systems.
- Interact with the respective departments to provide consultative support to plan initiatives through financial and management information analysis, reports and recommendations.
- Manage the deployment and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- Prepare the weekly and monthly bank reconciliation.
- Coordinate and communicate with the external auditors.

**December 2002 – May 2006**

**Job Title: Senior Accountant**

**Company: Alpha Tours L.L.C – Dubai – UAE**

Alpha Destination Management is the leading destination management company (DMC) and a pioneer in the tourism sector in the Arabian Gulf. It is one of the most credible and reputed brands in the tourism industry on a global scale.

## **Job Description:**

- Assisting Finance Manager in preparation of Annual Budgets
- Preparation of Monthly MIS Reports
- Finalization of monthly, quarterly & yearly accounts
- Maintain the Prepayments & Accruals ledger.
- Handling the general and subsidiary ledger
- Supervise accounts receivable & accounts payable
- Posting of invoices and reconciling it with the Creditors
- Monitor the preparation of monthly invoices and SOA for trade debtors
- Preparation of debtors ageing reports for the management
- Ensure the collection of over aged debtors to minimize delinquent debtors.
- Preparation of weekly and monthly Bank Reconciliation
- Liaison with Auditors, Customers and Suppliers

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**June 2000 – October 2002**

**Job Title:** Accountant Trainee

**Company:** Aluminum Experts Company, **Alexco**

## **Job Description:**

- Purchase of Raw Materials
- Maintained accounts and looked after other administrative functions
- Maintaining cashbook
- Assisting in the Preparation of payroll for 150 employees
- Management of Accounts Receivables
- Maintaining general & subsidiary ledger

## **Computer Skills:**

- Knowledge of QuickBooks, Resmanager, Juniper, TRAMS, Etravel 2000 and Boss 4 Online Accounting Software and Olive Payroll System.
- Microsoft Office (including Outlook, Word, PowerPoint and strong capabilities in Excel)

## **Personal Skills:**

- Identify and resolve problems in a timely manner and develop alternative solutions.
- Adapt to changes in the work environment.
- Goal Oriented and overcome obstacles.
- Team Leadership and manage team activities.
- Display willingness to make decisions and accurate judgment.
- Demonstrate accuracy and thoroughness.

## **Languages:**

- Arabic, English and French. (Excellent Written & Spoken)