**Adham Maher Chabayta** 

* PERSONAL INFORMATION

**Nationality:** Palestinian

**Date of Birth:** 24/09/1991

**Place of Birth:** Lebanon

**Marital Status:** Engaged

**Sex:** Male

**Address:** Sidon – Lebanon

**Phone:** +961 3673275

**E-mail:** adham.chabayta@hotmail.com

* objective

Achieving a high position in the Business Accounting, Marketing and hospitality filed to utilize my knowledge and further improve the quality of the profession.

* Education

Near East University **Nicosia,** **Cyprus**

Master in Marketing, 2013-2015

High Honor GPA: 3.56/4.0

Arts, Sciences and Technology University **Sidon, Lebanon**

Bachelor in Accounting Information System, 2009 -2013

High Honor GPA: 3.79/4.0

Bissan Secondary School **Sidon, Lebanon**

Baccalaureate official Lebanese certificate, 2007-2009

* Experience
* **Prince Pride Restaurant–**[**Abdul Ameer Haji Ali Group**](https://www.facebook.com/pages/Abdul-ameer-haji-ali-group/1610779065842678) **Kingdom of Bahrain**

Outlet Manager March 2018 – March 2019

* Handling all the outlet operation aspects. (Management, Accounting, Marketing)
* Creating deals with the companies as a partnerships contract.
* Analysis the customer behavior and matching his demand.
* Promoting and making the marketing plans in a monthly basis.
* Preparing a Periodic Profit and Loss Statement.
* Ordering supplies from local suppliers.
* Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
* Processing staff payroll, which includes ensuring vacation and sick time are tracked in the system.
* Recruiting, training and supervising staff.
* Handling customer enquiries and complaints.
* Responsible for Costing and Auditing.
* Preparing financial documents such as invoices and bills.
* Chargeable for receivable accounts, payable accounts, reports and other financial records for entry into computer software’s.
* Assisting the Sr. Accountant.
* Compile monthly and annual reports and monthly inventory closing.
* Control the Food & Beverage Cost.‎
* Engineer the menu in terms of costing. ‎
* Coordinate with restaurant management and finance to sort out issues pertaining to ‎F&B.‎
* Continuously study weaknesses in controls implemented at the restaurant and ‎suggest for improvements.‎
* Checking and ensuring that no material is issued out from the store without requisition or ‎approval from the respective department head.‎
* Checking invoices against receiving record and compare them with purchase order and ‎purchase request, and to ensure that all invoices are stamped and signed by the ‎authorized person.‎
* Audit monthly stock and prepare reconciliation on all stockrooms. ‎
* **Al Arian Group – Dana Mall Kingdom of Bahrain**

F&B Cost Controller & OM Assistant April 2016- March 2018

* Responsible for Costing and Auditing.
* Preparing financial documents such as invoices and bills.
* Chargeable for receivable accounts, payable accounts, reports and other financial records for entry into computer software’s.
* Compile monthly and annual reports and monthly inventory closing.
* Accountable for daily cash out.
* Control the Food & Beverage Cost.‎
* Engineer the menu in terms of costing. ‎
* Update and maintain receipts into the systems.
* Coordinate with restaurant management and finance to sort out issues pertaining to ‎F&B.‎
* Update selling prices in POS as per the instruction from authorized persons.‎
* Continuously study weaknesses in controls implemented at the restaurant and ‎suggest for improvements.‎
* Liable for stock take at the restaurants.‎
* Spot check on the receiving department to ensure that the scales are correct and ‎goods are checked for quality
* Check and ensure that no material is issued out from the store without requisition or ‎approval from the respective department head.‎
* Check invoices against receiving record and compare them with purchase order and ‎purchase request, and to ensure that all invoices are stamped and signed by the ‎authorized person.‎
* Record the total daily purchase by chart of accounts and accumulate for month end ‎balancing with account payable.‎
* Ensure that purchasing obtain up – to – date and accurate prices by comparing ‎prices against suppliers quotations
* Check and review filled requisitions and ensure that goods are not issued more than ‎requested.‎
* Conducting spot check to ensure that the goods received are as per specifications and ‎the deliveries of goods by suppliers are consistent with the receiving schedule and ‎the storerooms are not overstock especially during month – end.‎
* Audit monthly stock and prepare reconciliation on all stockrooms. ‎
* Language Ability
	+ English
	+ Arabic
* computer skills
	+ Accounting software
	+ Micros POS
	+ eZee Front desk Hotel Software
	+ Pixel Point POS
	+ Microsoft Word
	+ Excel
	+ PowerPoint
* Professional skills
	+ Team Leader
	+ Ability to work under pressure
	+ Time management skills
	+ Research Abilities
	+ Problem identification and analysis
	+ Judgment and problem-solving
	+ Organizational Skills
	+ Communication Skills
	+ Commercial awareness
* Training
	+ MaaroufHneineh Establishment for Accounting and Auditing February2013-May 2013