

# CHIEF FINANCIAL OFFICER / EXECUTIVE

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Chadi Abou Antoun, 12/01/1980, Lebanese, Single, Bleibel main road -

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## **Objective:**

I am seeking a new challenge and stability in chief financial officer (and/or) executive position as it combines with my professional experience during 16 years.

## **Professional activities:**

**Own establishment: A.A.C. accounting and consultancy.** Registered as "Accountancy and fiscal consultation under code#135093 in the "Ministry of finance (11/01/2006)" Starting: may 2006 till now:

### **A- CONSULTANCY AGREEMENTS:**

**Property management consultancy "PMC":** July 2018 till now. Manager post:

Main task: Accounting and finance.

Secondary tasks:

- 1- Attendance and payroll.
- 2- Sales: Visiting potential client, issuing sales quotations.
- 3- Procurement: new markets research
- 4- Administration: Make sure that the company procedures policy is followed

**Restaurant Ali-BABA (family business):** December 2016 March 2018: business rehabilitation and development: Renewing the restaurant assets, creating a business plan and launching after 3 years of war.

**Cemonit Ghana Limited & ZEA oil Ghana:** August 2015 till November 2015 (consultancy):

Financial Auditing tasks: Bank & cash reconciliation, client & suppliers follow up as well as consultancy agreement, sales, inventory, Cost control, salaries, taxes and participation (VAT, IT, SCF, withhold taxes). (Daily report)

Commercial Tasks: Procurement and purchase strategy, comparing prices and controlling the clearing of imported goods till it reach the bounded warehouse or stores and payment authorization.

Sales: Total responsibility for Zea oil sales contacting clients and searching for new markets and sales strategy. Contacts: Mme Elvyre Kettaneh (CEO) [elvirekettaneh@gmail.com](mailto:elvirekettaneh@gmail.com)

**Editec UK** : Starting August 2012 till April 2013; Finance manager (consultant assignment) in French and English speaking Africa. (August 2012-November2012) Accomplishments: Auditing of the companies accounts, organizing the finance and commercial departments which resulted to decrease the expenses till 30% and better internal communication based on team work. Financial reports on weekly basis and forecasts on monthly reports in addition of developing the HR effectiveness.

From November 2012 till 10 of April 2013 Central African Republic-Bangui: Research and investment for Premier Gamming CAR (stopped because of political destabilization).

Contacts: Mr. Karim al Fadel: [k.alfadel@editec-lotteries.com](mailto:k.alfadel@editec-lotteries.com) foreign projects manager. Mr. Oliver Grave : [o.grave@editec-lotteries.com](mailto:o.grave@editec-lotteries.com) international commercial manager/HR and business development.

**Truck Technique and services Lda Angola (TTS):** Starting Mars 2012 till 15 June 2012: auditing of exercises and tax payments of 2009, 2010 and 2011. Organizing archive of accounting, financial, Human resources, stocks, Training schedules for ( Sales, Commercial, Fleet control, Supervisors, technique departments, Fuel stock holder, accessories stock holder).

Final reports on 31 of May 2012 : "History, trainings, financial forecast includes Fiscal declaration reports and taxes and penalties payment schedule for 2009-2010 exercises and 2011 taxes without penalties. In addition of developing the internal communication and the cost control following the budgets. Contacts: Mr. Nicolas Saba (owner) [n.saba@trucktechnicandservices.com](mailto:n.saba@trucktechnicandservices.com) Hratch Kalemkerian (manager) [h.kalemkerian@trucktechnicandservices.com](mailto:h.kalemkerian@trucktechnicandservices.com)

**A TO Z SERVICES** : Dora-El Maslakh region- George Matar building (Lebanon-Qatar-Dubai-Iraq Airport) Cleaning (Stewarding and housekeeping) during 2006-2007 and 2015, Pest control, Agriculture, Security, Facility management . Job Description: Internal auditor (Accounting Supervisor) Required duties: Auditing; CNSS; Wages and income's fiscal declaration and V.A.T. declaration.(Lebanon). Auditing and financial control (Qatar-Dubai-Iraq Airport). Contact: Mr. Gaby Semaan (CEO) +961 3 341 555

**PROLIBAN SARL** : Dora- El Tal region- Sarafian Building. Cleaning and Maintenance. Job Description: Internal auditor (Accounting Supervisor) Required duties: Auditing; CNSS; Wages and income's fiscal declaration and V.A.T. declaration.

**ALFA GROUP SARL** : "Security company" Sin El Fil -Cardinal Al Sayegh street -Prado building. Job Description: Internal auditor (Accounting Supervisor) Required duties: Auditing; CNSS; Wages and income's fiscal declaration and V.A.T. declaration.

**Pino's SARL** : "Amenagement et decoration"-Mekalless-01/682801-03/810807 (G.M.:Mr.Pino Massaad) Job Description: General Accounting. Required duties: CNSS, Wages and V.A.T. control. Contact: +961 3 810 807

**OTHER ACTIVITIES:** Pursuing all kind of fiscal and financial cases and declaration in all the state departments; and stock control.

**Extra Works (RCA-BANGUI):** Managing Restaurant "Ali Baba" "Casino Black & white" "Night-club Songo" (Family business).

## **B- EMPLOYMENTS:**

**Ligabue Angola Catering, Lda:** Starting September 2013 end Feb.2015; Finance manager: Accomplishments: 1- supervising and participating with accounting entries of 2013-2014, bank reconciliation, controlling, fix assets and amortization, exercises separation, auditing and yearly reports. Issuing tax report and negotiating the tax authorities for the fines and tax payment. Analyzing the receivables recovering old due invoices. 2- Creating a payment plan followed by a new purchase strategy, contracting new suppliers in addition for pricing and stock control. 3- Cutting all unnecessary expenses for the administrative team. 4- Full control on external expenses which resulted to reduce it for over than 50%. Correcting services contract to be more efficient. 5- Organizing the documentation and the HR department.

6- I participated in the operation management by replacing the GM from January 2014 till April 2014. (I am quitting because the local partner is not able to arrange the proper working visa on the Angolan territory).

References: **Stefano Poli** (Industrial inspector): mobile: +33 338 9418468 e-mail: [stefano.poli@ligabue.it](mailto:stefano.poli@ligabue.it) **Giorgio Fachini:** (Ligabue group General manager): e-mail: [giorgio.fachini@ligabue.it](mailto:giorgio.fachini@ligabue.it)

**Genine Industria e comercio Lda Angola:** From 24/08/07 Till 04/12/2007 in Lebanon Training. From 05/12/08 Till 28/06/2011 in Angola : Planning For the accounting structure "This company didn't have any accounting exercises since 2006" Modifying the documentation, accounting exercises, Fiscal declaration 2006-2007-2008-2009-2010. Paying all kind of Taxes and social participations. Financial control: (cash-holders, stocks, Production, sales). Public relation (governmental sector, private sector) Contact: Mr. Ziad Ammar (CEO) [ziadammar@gmail.com](mailto:ziadammar@gmail.com) cel° +961 3 655 610

**Nassib Hoyek & Habib Boustany CPA Office:** 01/10/2001 31/07/2006 Address : Fanar-near bank Audi – Lebanon Tel.: 01-873 848/7 - 03/394 731 03/241 271 Job description : General accounting ; Auditing & Financial analysis. General accounting : Working with many kind of companies (SNCC-Holding-offshore-sarl-and sal) Auditing :General accounting control, private reports . V.A.T., wages and income declaration (all kind of fiscal declaration). Financial analysis: balance sheet, P/L, cash flow and details + annual official reports and forecasts.

## **Education:**

Hawaii university -B.C.U. 2005 2007 Accounting & finance (B.A.)

Lebanese universal college LUC 2001 2004 T.S.3 accounting expert

Sagesse school Achrafieh-Beirouth 1995 1998 BACC.2 "philosophy"

St. famille maronites wadi chahroure 1983 1994 Till signor 4

Programming and IT (night courses) ST. al Naja college – Haddath-lebanon 1998-2000, Chief accountant 2001 (night courses) LUC , mechanic (night courses) Byblos college 1997-1998.

**Languages:** Arabic (Native), English (manageable), French (good), Portuguese (good), Spanish (Manageable I studied it but I didn't practice). Currently I am studying the Italian Language.

**Technical skills:** Software packages: Microsoft office (word, excel,...) . Accounting software (ERP, primavera, Prog, Pims, Orange, 3D.; Fidelio hotel accounting program; Silicon; And other private accounting programs). Currently Tally.

**Public relation:** Very good knowledge in the entire Lebanese, Angolan, Central African republic, Congo Brazzaville, Rwandan and Ghana financial departments and markets

**Hobbies:** Volleyball (1st class), Snooker, Diving, Ping-pong, Reading, Audio-video (managing sound and pictures(amateur)), Cooking (professional international snack-bar), Bar tending (amateur).