

Jean Samaha

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SUMMARY

Profile:	Male, 30, Single
Nationality:	Lebanese
Current Location:	Lebanon
Current Position:	Chief Accountant
Company:	Book the world
Preferred Locations:	Lebanon
Salary Expectations:	Not Specified / Negotiable

WORK EXPERIENCE

Feb 2013 – Dec 2017 ***Book the world*** ***Jounieh, Lebanon***

Chief Accountant

This company is dedicated to providing flexible and creative services to meet the demands of modern travel industry. It offers a wide range of wholesale services from accommodations and transfers for whatever nationality or group, it can accommodate all requests.

Reporting to the financial manager and managing the Accounts department, I am responsible for:

- Reconciliation for banks, cheques and cash and all other financial transactions
- Reconciliation for Clients and Suppliers Statements
- Follow up on suppliers and clients contracts
- Carrying out periodical VAT closures
- Preparing Tax on salaries and Cnss
- Preparing Income Statement
- Controlling expense cost and margins
- Proceeding with Monthly Payroll
- Follow up on company and employees legal documents
- Responsible of Depreciation
- Closing each year's Trial Balances accounts
- Coordinate with our auditors with end of year closing

Accounting executive, Table Fine, Jounieh - Lebanon - 05 Jun 2012 - 25 Nov 2012

- Responsible of all data entries
- Reconciling cash accounts
- Reconciling bank accounts

Customer Service Officer, Khoury Home Appliances, Sahel Alma - Lebanon - 01 Apr 2011 - 01 May 2012

- In charge of setting schedules of delivery dates with customers
- In charge of following customer's needs and effectiveness
- Specialist in solutions for diverse problems with consumers
- Excellent in communications internally and externally

**Cashier and Stock Management, Body Work Nabil, Broumana - Lebanon -17
Apr 2008 – 28 Feb 2011**

- Responsible of stock control management
- Follow up daily expenses and operations.
- Managing and marketing products to achieve customer satisfaction
- In Control of cash inflows and Ledgers

**Manager at “TIAMO MUSIC SHOP”, Achrafieh - Lebanon - 04 Jan 2006 – 07
Feb 2008**

- Marketing our products in various market segments
- Achieving sales target
- Evaluating new employees and work details
- In charge of stock control

**Cashier at “PALAPAS BEACH” Restaurant, Tabarja - Lebanon - 13 Jun 2005 –
03 Sep 2005**

- In charge of cash inflows
- In charge of the expenses and differences
- In charge of the stock store
- Performing best customer service

Education

- Arab Open University (AOU) Beirut-Lebanon Bachelor in Business Economics

Languages

- Speak and Write Fluently in Arabic, English and French

Skills

- Dolphin System, Excellent
- RD System, Excellent
- Navision, Excellent
- Omega, Excellent
- POS, System Excellent
- Microsoft Office Good
- Internet Literate Excellent

Personal

- Address: Sahel Alma, Lebanon
- Date of Birth: 11/27/1987

References are available upon request