Curriculum Vitae - JeanPaul Khoueiry

PERSONAL INFORMATION:

Name: JeanPaul Khoueiry
Date and place of birth: 29th August 1986   Byblos, Lebanon
Gender: Male
Marital status: Single
Address: Jounieh, Keserwan, Lebanon
Nationality: Lebanese
Email: Khjeanpaul@hotmail.com
Mobile: 00961-81-389153

OBJECTIVE:

Seeking a position in the Accounting or Finance department in an organization where my accounting and finance expertise can be utilized to build a strong financial system for it.

EDUCATION:

B.Sc. in Business Administration - Finance From 2005-till 2009 (Lebanese University - Beirut)
Lebanese Baccalaureate-General Sciences (Math focus) - in July-2004 (Antonine Sisters School - Ghazir)

Languages:

English:Fluent   French:Very Good   Arabic:Fluent

EXPERIENCE:

  Position: Real Estate Salesman at Khoueiry Real Estate (Jounieh-Lebanon from 01-Jul-2009 till 31-Mar-2016)

- Deliver outstanding customer service.
- Draft and prepare office and paper work.

  Position: Accountant at Urban Eat Sal(Beirut-Lebanon 1-Apr-2016 till present)

- Record and post all supplier related transactions in a timely and accurate manner, on the system.

- Request statement of accounts from each supplier prior to processing of payment and   perform initial reconciliation to be submitted to the department supervisor.

- Prepare cheque and payment vouchers and obtain necessary departmental   approvals.

- Inform supplier when the cheque is ready.

- Contacting the banks daily to monitor the available balances on hand and submitting the reported information to the in charge, in a timely manner, daily.

- Performing periodic bank reconciliations for all bank accounts and inquiring on the pending transactions. Submitting the draft reconciliation to the Accounting Supervisor for revision.

- Filing the payment vouchers and all relevant supporting documents, in a timely and   easy to access manner.

- Responsible for inventory control reconciliations and reporting which are submitted to external auditors and the board of directors

- Lead for semi-annual physical inventory process including analyzing and producing physical inventory results and maintaining inventory data

- Evaluate internal reporting and make recommendations regarding improvements in timeliness, efficiency, and accuracy of existing reporting procedures. Participate in systems implementations including requirements documentation and testing