Souhayb Sabha

ACCOUNTANT

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A highly skilled and detail-oriented Accountant with over five years of experience in managing financial operations, ensuring compliance with regulatory standards, and optimizing financial processes. Proven track record in preparing accurate financial statements, conducting audits, and analyzing financial data to inform strategic decision-making. Expertise in budgeting, forecasting, and tax preparation, with a strong proficiency in using accounting software such as [omega, Bim pos, brains, and softwave…]. Adept at collaborating with cross-functional teams to drive cost-saving initiatives and improve financial reporting accuracy. Known for strong analytical abilities, integrity, and dedication to maintaining the highest standards of financial integrity.

PROFESSIONAL EXPERIENCE

Pimp My Bar – Beirut, Lebanon
Accountant **2023 – present**

- Managed all day-to-day accounting operations, including accounts payable, accounts receivable, payroll, and bank reconciliations.
- Prepared accurate monthly financial statements (profit and loss, balance sheet, and cash flow) to provide insights into business performance.
- Conducted cost analysis for beverages, and operational supplies to identify cost-saving opportunities and maintain profitability.
- Oversaw the budgeting process, developing forecasts and financial plans to support the company's strategic growth objectives.
- Ensured compliance with local, state, and federal tax laws, and prepared and filed all necessary tax documents, including sales tax and income tax returns.
- Managed the monthly and year-end close processes, reconciling accounts and ensuring accuracy in financial reporting.
- Collaborated with bar management to analyze financial data and make recommendations for pricing, menu changes, and promotions to boost profitability.
- Improved cash flow management by creating accurate financial forecasts, resulting in a 20% increase in available working capital over six months.
- Successfully managed the financial integration of a new Point-of-Sale (POS) system, reducing reporting errors by more than 40%.
- Achieved 100% compliance with all tax filing and regulatory requirements, avoiding any penalties or fines for the company.
- Worked closely with external auditors during annual audits, providing documentation and addressing any queries to ensure a smooth audit process.

Sela – Riyadh, Saudi Arabia
Restaurant Operation Supervisor (contract) **April 2022 – March 2023**

- Increased overall customer satisfaction scores by 25% through the implementation of staff training programs focused on service excellence.
- Reduced food waste by 20% through the development of an efficient inventory control and kitchen management system.
- Successfully led a team during a high-demand season, increasing table turnover by 30% while maintaining service quality.
- Achieved a 10% reduction in labor costs by improving staff scheduling based on customer traffic analysis.
- Supervised daily restaurant operations, ensuring high levels of service quality, food safety, and compliance with health regulations.
- Managed a team of front-of-house and back-of-house staff, including training, scheduling, and performance evaluations to maintain a motivated and effective workforce.
- Collaborated with the kitchen team to optimize menu offerings, ensuring alignment with customer preferences and seasonal trends.
- Monitored inventory levels, ordering supplies, and managing relationships with vendors to ensure timely delivery of quality products while controlling costs.
- Handled customer complaints and resolved issues promptly, ensuring a positive dining experience and maintaining customer retention.
- Analyzed financial reports, including sales performance and labor costs, to identify areas for improvement and increase profitability.
- Implemented and monitored standard operating procedures (SOPs) for staff to maintain consistency in operations and service delivery.
- Oversaw daily cash flow management, prepared reports, and ensured accurate reconciliation of sales, including credit card and cash transactions.
- Ensured compliance with local health and safety regulations, conducting regular checks and staff training to maintain the highest standards of food safety.

Issa Super Market – Tripoli, Lebanon
Accountant **January 2020 – April 2022**

- Successfully navigated the financial crisis by implementing cost-control measures, reducing operational expenses by 20% without compromising product availability.
- Optimized cash flow management, ensuring continuous operations amid nationwide banking restrictions by prioritizing essential payments and renegotiating supplier contracts.
- Enhanced inventory turnover rate by 15% by aligning purchasing with market fluctuations and consumer demand, reducing the impact of rising costs on profitability.
- Collaborated with management to adjust pricing strategies during hyperinflation, maintaining competitive prices while achieving a 10% increase in gross margins.
- Managed the supermarket's financial operations, including accounts payable, accounts receivable, cash flow, and bank reconciliations during the financial crisis.
- Developed and maintained accurate financial reports, providing management with timely insights into financial performance and forecasting amid unstable economic conditions.
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- Monitored exchange rate fluctuations and coordinated currency conversions to minimize losses caused by hyperinflation and depreciation of the Lebanese Pound.
- Worked closely with suppliers to renegotiate payment terms, securing essential inventory while minimizing the impact of currency shortages and rising import costs.
- Assisted in adjusting pricing strategies and promotions to maintain profitability and adapt to the rapidly changing purchasing power of customers.
- Ensured compliance with tax regulations, navigating complex financial policies imposed during the crisis, and filed all required financial documents.
- Coordinated with auditors to ensure transparency and accuracy in financial reporting, despite the volatility of the market and external conditions.
- Managed payroll under cash flow constraints, ensuring timely payments to employees and maintaining staff morale during difficult economic times.

Only Fresh Market – Dbaye, Lebanon
Junior Accountant **February 2019 – December 2019**

- Recorded day-to-day financial transactions, ensuring that accounts payable and receivable were accurate and up to date.
- Reconciled daily cash and credit card transactions with sales reports to ensure proper financial tracking.
- Supported the preparation of financial statements, including profit and loss statements and balance sheets.
- Assisted senior accountants with month-end and year-end closing processes, ensuring all financial data was accurately recorded.
- Maintained and organized financial documents, including invoices, receipts, and other supporting paperwork for audits and reviews.
- Monitored and tracked inventory costs, ensuring that all items were correctly accounted for and reported.
- Supported payroll processing by compiling data, verifying accuracy, and ensuring timely payment to staff.
- Collaborated with the finance team to implement cost-saving measures by analyzing routine expenses and making recommendations.
- Responded to internal and external financial inquiries and assisted in resolving discrepancies in financial records.

EDUCATION

Institute Technique of Zgharta 2019-2020
Technical License in expertise and review of accounting (LT)

Institute Technique of Der Ammar 2017-2019
Technical Concession in expertise and review of accounting (TS)

COMPETENCIES

- Languages: Arabic – Native, English – Full Professional Proficiency, French – Intermediate
- Computer Skills: Accounting Tools (Micros by oracle, Bim pos, Odoo, omega, and softwave), MS Office, Outlook, Research & Navigation and **a little bit of IT.**
- Core Skills: Financial Reporting & Analysis, Budgeting & Forecasting, Tax Compliance & Planning, Audit Management, Cost Control & Financial Efficiency, Accounts Payable & Receivable Management, ERP & Accounting Software Proficiency, Cash Flow Management, Well-versed in GAAP; IFRS, Leadership & Team Management, delegating tasks.