FADI RAYA

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PROFILE

Finance Professional with 20 years of extensive experience in all aspects of Financial and Accounting Management. Coordinated end of month/year closing in accordance with IFRS and Lebanese GAAP. Implemented Accounting Procedures that resulted in efficient Internal Control. Looking to bring my wide expertise into a teamwork contributing to managing a complex Asset Accounting and Financial Operation.

EDUCATION

Master's degree in Business Administration – Finance 2009 – 2012
AUL University, Beirut, Lebanon

BBA in Finance & Banking 2003 – 2006
Business and Computer University College (BCU), Beirut, Lebanon

EMPLOYMENT

Financial controller 2023 - Present
Middle East Company for Gaz Cylinder SARL, Beirut, Lebanon

Ø Bookkeeping and credit control
Ø Managing ledgers, posting invoices, accruals and prepayments
Ø Bank reconciliation, posting, cash-flow statements and balancing
Ø Processing invoices, paying creditors
Ø Petty cash management
Ø Monthly billing of members for contribution, rent and sundry expenses
Ø Payroll administration
Ø Preparation of budget variance analysis
Ø Preparation of supporting documentation for external auditors
Ø Preparing chambers' quarterly VAT returns
Ø Analysis of key expense categories for Corporation tax
Ø Preparation of figures for individuals' VAT returns
Ø Help develop finance policies and procedures within the team.
Ø Provide support to various contracts (clients) and understand their financial performance. Attend meetings with these clients.
Ø Identify, evaluate and monitor financial risks by establishing appropriate action plans and communicating to the Operations Board.
Ø Extensive reporting on Microsoft Excel (pivot tables and VLOOKUPS)

Finance Manager 2009 – 2022
Mrad for Trading and Contracting SARL, Beirut, Lebanon

Ø Develop Implement and Oversee Standard Operating Procedures (SOPs) related to finance and administrative controls (petty cash, procurement, purchase request / order, reimbursement policies, etc...).
Ø Ensure the financial integrity of the association with regards to control, systems, financial reporting, new business development and fundraising.
Ø Train Finance Assistants on using accounting software (ONYX) to improve accounting management.

Personal Details

Date of Birth
November 18, 1975

Civil Status
Married

Skills

- Accounts Reconciliation
- Cash Flow Management
- P&L Analysis
- Balance Sheet Management
- Internal Control
- Tax and VAT Declaration
- Payroll Planning and NSSF
- Accounts Receivable & Collection
- Accounts Payable Management & Negotiation
- Budgeting

Ø Ensure standard accounting tasks such as monthly bank reconciliation, expenditure reports are completed, accurate and up-to-date.
Ø Support program staff in developing budgets and approve budget proposals.
Ø Represent the organization to donors and approve budget proposals.
Ø Ensure timely and accurate submission of financial reports to donors.
Ø Develop and manage (HR) policies regarding paid time off (Sick and Holiday leave), contract renewals, employee manual, health insurance administration and other relate tasks.

General Finance & Accounting Officer 2009 – 2022
El Ahmad For Contracting & Trading, Beirut, Lebanon

Ø Assist the senior management and the finance and administration director in providing budget projections and evaluations.
Ø Organize the accounting department. Ensure conformity to government laws, rules, and regulations.
Ø Review and check accounting Reports.
Ø Assist in the draft of budget reports.
Ø Present written periodic briefs and financial analysis to the GM. Attend relevant meetings with management and follow-up on implementation of the decisions that are made.
Ø Perform other related tasks as requested by the GM.
Ø Supervise and assess the creation of accounting software for the finance department and a payroll software for the Human Resources Department.

COURSES

Certified Management Accountant (CMA) 2011 – 2012
Morgan International, Beirut, Lebanon

CERIFICATES

Certificate of Completion in Microsoft Excel 2014
New Horizon Computer Learning Center, Beirut, Lebanon

Technical License In Accounting And Auditing 2004

Microsoft Office Systems 2004
BCU IT Academies, Beirut, Lebanon

TRAINING

Participation in Financial Management Training
UNHCR TEAM (United Nations High Commissioner for Refugees) NGO

Financial management: (Accountability, cycles: Strategic Planning, Operational Planning, Work Planning and budgeting, Implementation, monitoring and control, Reporting and Evaluation, Teamwork and Flow of information

Financial Management Officer
U Save the Children Team (NGO)

Management Information: Priority setting, planning, Budgeting, Implementation Monitoring control, Reporting & Evaluation

Language

Arabic

English

French