

Nisrine Mohty

Chief Accountant - Al Marzouqi & Bin Salem Fire Fighting Coatings

Abu Dhabi

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- An accounting professional, currently pursuing CPA, with 15 years of experience in every high and low end aspects of financial accounting, project accounting and auditing, seeking a challenging position with an organization that offers excellent performance based growth opportunities to make tangible contributions to the financial bottom line of the company.

Willing to relocate: Anywhere

WORK EXPERIENCE

Chief Accountant

Al Marzouqi & Bin Salem Fire Fighting Coatings - Abu Dhabi - July 2010 to Present

Abu Dhabi, United Arab Emirates

The company is a Limited Liabilities Company with a German Management and Experience, working in the field of Oil & Gas Contracting Services.

Key Responsibilities:

- Spearheading development/ implementation of financial policies, systems, procedures and guidelines to ensure smooth cash flow, streamlining budgets, establishing stringent procurement and expense guidelines.
- Scrutinizing day to day operations of the finance department, analyzing and resolving accounting discrepancies and ascertaining that all departmental policies and procedures are aligned with organizational goals.
- Providing the on hand and the forecast projects with the accurate and suitable financial facilities to reach the projects scope of work expectations.
- Liaising independently with banks and financial institution for obtaining credit facilities for expansion of the company activities.
- Drafting monthly management report to support auditing and operational purposes encompassing budget variance reports, following-up and systematic documentation of major variances to aid corrective actions.
- Preparing reports and analysis involving compilation of statistics, financial, credit information, verifying their accuracy; making recommendations to management for procedural, informational, budgetary and planning purposes.
- Administering finances according to approved rules ensuring that sales/ purchasing transactions are done in line with the company approved list price and other specifications.
- Updating the AR / AP entries into the Focus System, reviewing processes and performance with focus on improving departmental competency and performance rating.
- Managing all project accounting databases to ensure timely upkeep, security and control, advising higher management on optimal utilization of finances.

Senior Accountant

Al Mansouri Gulf Construction - L.L.C - Abu Dhabi - October 2009 to June 2010

Abu Dhabi, United Arab Emirates

The company is a Limited Liability company with general contracting of civil constructions, all kinds of building, projects contracting - fifth grade, general maintenance for buildings.

Key Responsibilities:

- Prepared and reviewed all monthly/annual financial statements including P&L, balance sheet and associated financial statements, monthly closing of accounts, AP/AR, summaries, cash flow projections, branch reconciliation statements, ageing analysis report, other cost-benefit analysis.
- Liaised with suppliers, external auditors, customers.
- Prepared various reports such as bank reconciliation statements, letter of Guarantee and insurance, payroll and fixed assets register, sales payables and receivables, receipts for customers and statement of collection every week.
- Scrutinized and reviewed staff accounts, general ledger/control accounts in order to provide quick and accurate business overview. Gathered/summarized data for briefs, reports and correspondence.
- Handled complete accounting activity cycle beginning with processing of local and overseas payments.
- Evaluated financial reporting systems, accounting procedures and investment activities to recommend/effect requisite modifications in operating systems, budgets and other financial control functions in liaison with senior management.
- Prepared outstanding receivable account and devised appropriate strategies for collection of accounts receivable within the stipulated date.

Accountant, Credit Controller

Falcon Pack, Sharjah - April 2008 to September 2009

United Arab Emirates.

The company is Limited Liability Company with trading and manufacturing of disposable items.

Key Responsibilities:

- Managed all financial and accounting operations including but not limited to accounts payable, receivables, reconciliation, advances/replenishment, revenues and expenses.
- Verified and managed banking relationships, bank reconciliation statements, cash flow, short and long term debts, and internal controls authorizing client credit limits, fixed asset purchases and petty cash expenses.
- Controlled all the accounting activities, handled bank and cash operations.
- Examined/analyzed journal/ledger entries, bank statements, other accounting/financial records, documents and systems to ensure accuracy/compliance with established accounting standards/procedures.
- Assisted in designing budget guidelines to optimize cash flows, managed investments and working capital requirements, advised higher management on optimal utilization of financial structures within the company to enhance return on investment.

Accounts Executive

Industrial Tools - Beirut - January 2007 to March 2008

Beirut - Lebanon

The company is Limited Liability Company with trading manufacturing and industrial tools.

- Managed all accountant operations including accounts payable, receivables, reconciliation, advances/replenishment, expenses.
- Verified and managed banking relationships, bank reconciliation statements, cash flow, short and long term debts, and internal controls authorizing client credit limits, fixed asset purchases and petty cash expenses.
- Managing stock controlling system

- Producing monthly reports.
- Developing & manage a business review & reporting process with direct reports to top management.
- Working closely with top management in the development of accounting processing system and strategic management agreement.
- Assessing performance against plan.

Accountant, Auditing

Lameh Faress - January 2006 to December 2006

Sworn Accountant,

Sales Executive

American Life Insurance - January 2005 to December 2006

ALICO,

SNA Insurance, AGF- Allainz Group,

- Promoting and offering insurance services and investments to all kind of individuals and companies.
- Handling the insurance offering services in different segments within the company.
- Handling the customer service function when needed.
- Successfully managed to acquire new customers.
- Continuously counseled with all our clients to ensure satisfaction with our services and to offer them our updated solutions and services to maintain our leadership in the market.
- Follow up and after sale service.
- Be fully aware of all markets insurance services & developments as it relates to insurance services.
- Identifying areas for improvement.

Case Study

Feasibility Study in manufacturing of Parquet Wood Flooring - Lebanon - October 2005 to June 2006

The operation is fully functioning by the end of 2006.

- The required machinery is produced locally and imported.
- Identifying the Market.
- The total required capital.
- Studying the estimated net profit.
- Studying the cost elements.
- The occurrence of IRR.

Case Study

Book Store Company - Lebanon - March 2005 to June 2006

Identifying the issues that present the strategic threats to the book Store Company, on February 13, 2005

- Identifying what sort of contingency plan should have take in place on February 13, 2005.
- Identifying the actions that would immediately take after the event in order to ensure the survival of company.
- Identifying the long term strategies that would put in place to ensure similar events in future cannot harm our business.

Accountant, Auditing

Moufid Hmadeh- Sworn - June 2001 to November 2005

accountant,

Projects at AUST

EDUCATION

Bachelor of Science in Business Management

American University College of Science and Technology - Beirut
2005

SKILLS

Accounting & Auditing, Project Accounting, Financial Management, AP/AR. • Budgetary Control, Cost Cutting, Balance Sheet, Financial Analysis. • Aging Analysis, Taxation, P&L Statement, Account Reconciliations, Statutory Regulations. • Journal Ledger, Reconciliation of Inter Company Accounts, Cash Flow, International Accounting Laws. • Implementing Accounting Policies, Preparing Letters of Guarantee and managing banks financial facilities. • Skilled in managing preparation of MIS reports for providing feedback to management for controlling performances, payables & receivables, profitability, budgets, variance analysis and costing. • Hands on experience in debt control, reconciliation of various accounts, auditing, budgeting, statutory compliance and preparation of financial/project reports. • Communication and Social Skills, Ability to Perform Well under Pressure, Team Building. • Computer Related Skills; Dolphin, EDM, Peach Tree, Quicken, Visual Enterprise Program, ACCPAC, Focus Accounting Systems, Oracle, ERP System, Microsoft Office, Microsoft Project Management, Primavera Project Planner. Office Applications Microsoft Outlook, Internet Usage and Web browsing. (10+ years), • Ability to work under pressure • Team Player • Creative and innovative • Ability to handle duties and responsibilities • Self-motivated • Hard working • Seeking for path career and expertise (10+ years)

CERTIFICATIONS

CPA

October 2015 to Present

ADDITIONAL INFORMATION

Skills

- Accounting & Auditing, Project Accounting, Financial Management, AP/AR.
- Budgetary Control, Cost Cutting, Balance Sheet, Financial Analysis.
- Aging Analysis, Taxation, P&L Statement, Account Reconciliations, Statutory Regulations.
- Journal Ledger, Reconciliation of Inter Company Accounts, Cash Flow, International Accounting Laws.
- Implementing Accounting Policies, Preparing Letters of Guarantee and managing banks financial facilities.
- Skilled in managing preparation of MIS reports for providing feedback to management for controlling performances, payables & receivables, profitability, budgets, variance analysis and costing.
- Hands on experience in debt control, reconciliation of various accounts, auditing, budgeting, statutory compliance and preparation of financial/project reports.
- Communication and Social Skills, Ability to Perform Well under Pressure, Team Building.
- Computer Related Skills; Dolphin, EDM, Peach Tree, Quicken, Visual Enterprise Program, ACCPAC, Focus Accounting Systems, Oracle, ERP System, Microsoft Office, Microsoft Project Management, Primavera Project Planner. Office Applications Microsoft Outlook, Internet Usage and Web browsing.

Strengths

- Ability to work under pressure
- Team Player
- Creative and innovative
- Ability to handle duties and responsibilities
- Self-motivated
- Hard working
- Seeking for path career and expertise