

# **Joseph J. Sabeh**

*Sulaimanieh-Aleppo, Syria*

Mobile: +96394-7757762    E-mail: [joseph.sabe.js@gmail.com](mailto:joseph.sabe.js@gmail.com)

Date of Birth: 13-02-1992

## **PROFILE SUMMARY**

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- Knowledge in so many accounting industries such as Distribution & Retail, Printing, Hospitality, Media, Manufacturing and Branding & Communication and Agriculture
- Improving Financial Reporting and Adding Value to the Business and have strong understanding of corporate transaction processes
- Dynamic organization, project planning, time management, Management personality, Goal Oriented, Analytical Thinking and multi-tasking abilities
- Readily adapt to new professional settings/industries and adeptly acquire new skills and knowledge towards supporting company goals
  
- General business and Financial Controlling acumen, and participating in Business Developing
- Commitment and ability to meet critical business deadlines
- Experience with multi-national & multi-currency companies
- Direct experience in financial analytics, strong budgeting and reporting skills
- Ability to start-up with business from scratch
- Coachable: Open to feedback and continual professional improvement. Flexible and adaptable.
- Ability to relocate

## **CAREER ACCOMPLISHMENTS**

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**Financial Manager**, Art River Co., Aleppo, Syria

February 2022 - Present

Tasks:

- Overseeing and reviewing the daily works done by the finance team
- Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- Developing long-term business plans based on these reports
- Budgeting and forecasting for the business
- Manage the company's financial accounting, monitoring, and reporting systems
- Prepare monthly and quarterly management reporting
- Manage and monitor metrics, KPI tracking, and reports.
- Understand and calculate the risks involved in the financial activities of the organization

**Financial Controller**, Bidaya Holding, Damascus, Syria

Oct-2020 - Oct-2021

Tasks:

- Preparation and review of period end financial statements
- Prepare and maintain cash flow forecasts and projections to effectively manage cash balances
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Protects operations by keeping financial information and plans confidential.
- Plans, supervises, and assists the team in performing daily, weekly, and monthly accounting processes to properly record, classify and control financial transactions
- Perform tasks associated with month-end and year-end close of income statement and balance sheet, account reconciliations & G/L analysis
- Timely communicate business issues and solutions to the CFO
- Manage the payroll and employee benefits process.
- Oversees and directs treasury, financial planning and budgeting, audit, tax, accounting, real-estate, long range forecasting, and insurance activities for the organization.
- Manage Billing, Accounts Receivables, Accounts Payables, Cost Accounting, Inventory Accounting, Treasury and Revenue Recognition

**Financial Controller**, Badenjki Group, Aleppo, Syria

Mar-2020 - Oct-2020

Tasks:

- Improving efficiencies and reducing costs across the business
- Overseeing and preparing P&L statements and managing financial transactions.
- Monitoring internal controls, analyzing financial data and preparing financial reports.
- Working closely with management to share weekly and monthly sales reports
- Handling monthly, quarterly and annual closing

**Accountant**, Level 5 Holding SAL, Beirut, Lebanon

Apr-2015 - Jan-2020

Tasks:

- Preparing and recording asset, liability, revenue, and capital account entries by compiling and analyzing account information
- Handling Intercompany balances
- Reviewing monthly, quarterly and yearly interest expenses
- Monitoring company's daily bank position and reconciling with banks
- Controlling bank account balances and interfaces with bank about bank service fees
- Preparing special financial reports by collecting, analyzing, and summarizing account information and trends
- Handling full cycle accounts payable for over 100 vendors with accountability ranging from weekly check processing to account reconciliation and allocation
- Handling monthly, quarterly and annual closing
- Assisting the external auditors by providing them the needed reports
- Verifying financial data and maintaining accurate records
- Reporting to: General Manager, Managing partners and CFO

**Inventory Controller**, Ligne Bleue SARL, Beirut, Lebanon

Apr-2016 - Jan-2020

Tasks:

- Preparing and maintaining records of all inventory
- Compiling inventory reports and issuing them to the management
- Working with sales reps., customers and other members of the warehouse as necessary
- Setting schedules for inventory

**Operations-Quality Control**, Orchid SAL, Beirut, Lebanon

May-2018 - Sep-2018

Tasks:

- Creating an effective and efficient testing protocol to be used across all the staff
- Supervising on all the cashiers in the resort
- Preparing End of day reports including cash and CCM reconciliation with the system
- Handling the daily spot check on random F&B items

**Warehouse Assistant Manager**, Pamco SARL, Beirut, Lebanon

Oct-2014 - Apr-2015

Tasks:

- Performing other duties as required by the nature of the position or as requested by Supervisor
- Assisting the Warehouse Manager in the successful and timely flow of production work
- Working with the Warehouse Manager to ensure accurate and timely shipping and receiving of all subcontract work materials and finished products.

## EDUCATIONAL HISTORY

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*Bachelor in Banking and finance*

University of Aleppo (2010-2014)

## LANGUAGES

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- English: Fluent
- French: Poor
- Arabic: Mother Tongue
- Swedish: Beginner

## CERTIFICATES

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- Financial Statement Analysis Workshop
- IFRS Workshop
- Consolidated Financial Statement Workshop
- IELTS (International English Language Testing System)

## REFERENCES

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- Mazen Moussallem, Beirut, Lebanon, Level 5 Holding Chairman and CEO +961 3 717 787
- Yahia Kattaa, Aleppo, Syria, Art River Co. GM +963 989 555 444
- Jessy Bali, Beirut, Lebanon, Level 5 Holding Ex-CFO +961 3 630 124
- Riad Mouawad, Beirut, Lebanon, BlackInk CEO +961 3 884 227
- Chadi Khoury, Beirut, Lebanon, Louise Wegmann, Finance Manager +961 3 442 859
- Khalil Noujaim, Beirut, Lebanon, Level 5 Holding Managing Partner +961 3 325 318