

# NASSER EL DIAB

## CAREER SUMMARY

Highly focused, decisive, result driven dynamic, offering more than 15 years-based experience in the Financial industry with proven success in managing and achieving special assignments into a level exceeding performance expectation.

Quickly grasps complex assignments, analyses and interprets solutions into a logical strategy with an ability to motivate staff to maximum productivity and control costs through most effective uses of manpower and available resources.

**Seeking** a challenging career in Finance Management position within the middle east and GCC Countries, where there is scope for demonstrating my moderate basket of experience aligning, adding value and setting standards to exceed expectations.

## PERSONAL INFORMATION

Nationality: *Lebanese*  
Marital Status: *Married*

DOB: *March 9, 1968*  
Email: *nassero2@hotmail.com*  
Mobile: *+966 507876681*

## CORE COMPETENCIES

**Result** oriented, proactive and industrious professional with extensive hands on experience in the areas of Financial Management & Consultancy.

- Possess first-rate analytical and problem-solving skills dedicated to maintaining high quality standards, assisting in resolving and managing assignments from inception to completion & active in research projects.
- Proficient in team mentoring & consultancy skills & attaining to deadlines timely with proven performance.
- Highly effective in Interpersonal Communication & possess strong attention to detail across channels.
- Goal oriented with proven abilities to accountability in Projects allotments.
- Effective in Team training & development of human abilities to securing productive results.
- Stiff in compliance with companies' policies & procedures.
- Proficient in handling multifaceted tasks offering sustainable quality in service and excellence in delivery.

## IT KNOWLEDGE

*Professional Knowledge and Experience in Microsoft Excel, Word, and other related MS Office applications.*

*Expert in IMS ERP; insurance management systems, windows, and more.*

## LANGUAGES

*Fluency in Arabic, English & French*

## INTERESTS

*Enjoy Training Teams to increase expertise levels of productivity.*

## EMPLOYMENT HISTORY



KSA –(2022- present )  
Accounting manager



**MEDGULF**  
Insurance Industry

KSA - (1999 2021)  
Accounting Manager

**ARAB UNIVERSAL**  
Insurance Industry

Lebanon - (1995 –  
1999)  
**Senior Accountant**

### Role Summary:

- preparation of periodical financial positions: Balance Sheet & Income statement.
- Preparation & auditing of the accounts and declarations for CCHI & DZIT
- Controlling Reinsurance transactions, such dues & payment to Reinsurers as per reinsurance treaties (Bordereaux, terms & conditions).
- Daily management report: controlling the cash in & Out flows (as Cash & Banking transactions), monitoring the daily, monthly, YTD & yearly co' production and comparing to the same as last year periods.
- Summarizing the above in a report, which is daily, submitted to the upper management.
- Reconciliation of banks Accounts: auditing & comparing the banks statement to our accounting records, and doing the needful to rectify any discrepancies or variations, by contacting the banks &/or adjusting our books accordingly
- Control over purchasing &/or Disposal of fixed assets & properties, and applying the Accounting Principle Procedure on these Assets, such as Monthly depreciation & net values.
- Handling Accrued Expenses & Posting the Prepaid as well as Budgetary preparations of the Rents 'IFRS 16'
- Recording & registration of daily transactions and operations (RV, PV, JV)
- Controlling Receivable Collections, and analyzing their aging
- Handling the monthly Agents' commissions as well as their computation
- Supervision activities over the VAT – Value Added Tax
- Coordinate and supervise the Annual Audits with external auditor.
- Consistently analyze financial information based in both routine and ad-hoc reports
- Preparing the Hospital' claims Payments and reconcile of their statements of accounts with our records.
- Preparation the backlog report.

## EDUCATION

- **Beirut Arab University (BAU)** – 1988 – 1992 – Beirut, Lebanon  
Bachelor of Commerce / Accounting Faculty of Commerce
- **Lebanese baccalaureates (part II) Scientific** – 1984 -1987





## TRAINING ACHIEVED

- Training courses within the Finance & Accounting Departments with current & previous employers, covering the Accounts payable, Accounts Receivables, Income, Cost control, Purchasing, Audit, etc. as well as:
  - Withholding tax law course
  - Zakat and tax declaration preparation skills course
  - Financial accounting and reporting for insurers course
- As part of the internal rules related to insurance companies' staff, I have undergone the following training courses:
  - Anti-Money laundering course
  - Anti-Fraud course
  - Other vital & related courses
  - FRS 17
  - The Language and Tools of Financial Analysis

## REFERENCES

Pleasure to furnish upon request.



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