

■

**TAREK H. AOUN**

Mar Roukoz- Beirut- Lebanon  
Mobile: (00961) 3 842167  
e-mail: tarekaoun@gmail.com

---

**AUDIT MANAGER** - leveraging 17+ Years of Experience

Detail-oriented, determined Finance and Audit person, well-known for his leadership and specific proficiency in all areas of Finance. Exceptional analytical skills including the ability to investigate and understand company demands, as well as generate thorough reports for external organizations while meeting expected deadlines. Experienced at handling numerous projects at the same time in fast-paced environments. Strong management and collaboration abilities and experience working in a team atmosphere, as well as the ability to work with people from various backgrounds.

**CIVIL STATUS**

---

Date & Place of Birth :31/08/1980- Lebanon  
Nationality : Lebanese  
Marital Status : Single

**PROFESSIONAL EXPERIENCE**

---

**October 2009 – August 2023**                      **FATTAL GROUP**                      Sin el Fil- Jisr el Wati

**Oct 2009- June 2013**

**Audit Manager Lebanon**

**July 2013-August 2023**

**Audit Manager- Interbrands- Fattal Group Jordan Branch**

## **Main Duties**

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

## **Financial Audit:**

- Oversee all financial and accounting activities for the organization, including managing and overseeing financial processes and activities.
- Develop, manage, and maintain organizational financial records.
- Maintain internal accounting records, ensuring that all records are complete and accurately communicated to all levels of staff
- Conduct detailed financial audits of company records and transactions to ensure compliance with procedures and policies
- Develop financial models to analyze financial trends, performance, and projections
- Focus on optimizing financial processes and internal controls
- Develop financial controls and budgets
- Track and analyze financial data
- Organize and simplify financial records
- Establish, implement, and maintain effective internal controls
- Prepare reports related to finance and accounting
- Maintain fixed assets
- Monitor cash flow and working capital
- Develop, implement, and maintain financial policies
- Implement financial controls; analyze performance results and suggest improvement measures
- Conduct mock audits to check the accuracy of financial processes
- Assist in tax returns preparation and audit

## Operational Audit:

### Inventory:

- Reviewing purchase orders, shipping documents, and other records to ensure that all items have been accounted for
- Inspecting warehouses to ensure that inventory levels are in line with company standards
- Auditing incoming and outgoing shipments to determine whether the items being shipped match those listed on the shipping documents
- Conducting physical inventories of inventory items to ensure that they are accurately valued for financial purposes
- Inspecting physical inventory to determine whether the items are damaged or spoiled
- Performing cycle audits to ensure that the company is accurately recording inventory costs in accordance with generally accepted accounting principles (GAAP)
- Consulting with management to ensure that they are aware of any problems encountered during the audit
- Compiling reports of findings and suggesting solutions to any problems encountered during the audit.

### Accounts Receivables:

- Oversee timely collection of payments
- Monitor invoicing procedures
- Perform credit checks
- Interact with customers in non-payment cases
- Build cases in coordination with legal department against defaulted customers
- Forecasting monthly, quarterly and annual results and creating reports on them
- Ensuring that all accounts receivable procedures are in compliance with legal regulations
- Overseeing that accounts receivable team performs in agreement with accounting principles.

### Accounts Payables:

- Oversee Suppliers Payments terms
- Monitor invoices booking procedures
- Perform periodic Accounts payables Audit for completeness and accuracy.
- Perform ad hoc financial analysis and reporting

### Fixed Assets:

- Conduct physical inspections and verifications of fixed assets.
- Perform Asset Verification and Valuation Accuracy
- Asset Register Maintenance
- Oversee Depreciation Calculation
- Ensure that fixed asset practices comply with accounting standards
- Monitor the proper disposal and retirement of assets

**March 2006 – September 2009**

**P.M.B. Audit Services**  
Achrafieh-Beirut

### Senior Auditor

- Examine the cycle of business (purchases-suppliers, sales-receivables)
- Amortization- Inventory Control
- Salary tax declaration, Payroll, Social Security.
- Personal declaration, income tax.
- Income tax declaration for individual institutions (real profit).

### **EDUCATION & DEGREES**

---

2002-2005    Lebanese University Faculty of Economics Sciences & Business

### **Business Administration in Auditing & Accounting**

### **SKILLS**

---

- Successful in implementing financial procedures & developing improved processes to meet objectives.
- Excellent communication, presentation, problem solving, and team work skills.
- Excellent Microsoft Office skills including Word, Excel, Access, Outlook, and Power Point.
- Fluent in Arabic, English & French.
- Ability to operate various accounting software and ERP systems including Dolphin, Fox Pro, Oracle Application.
- Have worked on Silicenne, Oscar, Tax Prep & Business Object software's.