

**Imad Aoude**  imadaoude7@gmail.com

Oracle ERP Expert **** 00961 3 482445

  Beirut, Lebanon linkedin.com/in/imad-aoude-85246972

Hard working Oracle ERP expert with 10+ years of strong experience in Enterprise Resource and Planning Systems, Support and Project Management. Assisted with the installation and maintenance of Oracle database software for Windows, specialized in Sourcing and Procurement, Supply Chain and Fixed Assets administration, seeking an opportunity to contribute to the success of the Organization by utilizing my experience in developing solutions for complex business requirements.

**Work Experience**

**Oracle ERP Sourcing, Procurement & Project Costing Officer**

**Byblos Bank S.A.L.**

Beirut, Lebanon 01/2013 – Present

Consolidate all projects expenditures and provide meticulous cost assessments.

Assessing quotes and compiling a detailed assessment of cost breakdowns.

Maintaining detail oriented budget control and decreasing costs by defining erroneous expenses.

Identify functionality gaps and provide solutions to improve the Company spending and outsourcing.

Prepare RFI's & RFP's for all products and services and obtaining quotes from different Suppliers. Negotiating

price, quantity and delivery schedules.

Handle all major Insurance policies and claims for the Institution, e.g. BBB, FAP, WRK, GTP.

**Fixed Assets and Supply Chain Officer**

**Byblos Bank S.A.L.**

Beirut, Lebanon 01/2009 – 12/2012

Responsible for recording, accounting, reporting and timely capitalization of capital projects.

Reviewing projects, reconciling invoices, and capitalizing spending in accordance with GAAP.

Conduct periodic physical inventory counts of fixed assets and reconciliation with existences in books.

Assist with the monthly Capital Expenditure forecast by entering Capital Expenditure requests and actual.

Create supply projections and collaborate with vendors to negotiate price, schedules, and contract terms.

Reconcile fixed asset records to the general ledger and financial statements.

**Accounting Officer**

**Unicredit Banca Di Roma S.P.A.**

Beirut, Lebanon 04/2001 – 12/2008

Responsible for accounting records, journal entries, accounts payable postings and Bank reconciliations.

Analyzing all financial activities, ensuring compliance with accounting requirements, and preparing budgets.

Review and analyze daily cash flows and transfers, complete reports and financial statements.

Ensure that all documentation is current and in conformity with Bank secrecy act and anti-money laundering.

Tracking expenses, planning monthly payments, processing invoices, cross-checking financial documents and

preparing detailed account reports.

**Education**

**Bachelor of Arts in Business Administration**

Beirut Arab University Beirut – Lebanon 09/1993 – 07/1997

**Technical Certificate in Hotel Management**

Computer and Engineering College Beirut – Lebanon 09/1993 – 07/1996

**Skills**

\* Languages: Arabic, English, Italian, French \* Computer proficiency \* Teamwork \* Adaptability

\* Time Management \* Problem Solving \* Verbal and written Communication skills \* Work Ethics