

## **SAMI JOSEPH SILA**

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Nationality: Lebanese

Work Status in the US: Permanent resident

**OBJECTIVE:** Looking for a financial and managerial position carrying out, learning and accomplishing challenging tasks, while offering the opportunity for improvement and progress.

### **EDUCATION**

Present: Studying for the Certified Public Accountant (CPA) exam

1999 – 2003: Bachelor Degree in Business Administration and Accounting  
**Notre Dame University – Lebanon**

1997 – 1999: Technique Supérieure Diploma in Accounting  
**Institut Supérieur des Etudes Commerciales, Lebanon**

### **SKILLS**

**Languages:** English, French and Arabic

**Computer Knowledge:** Office Applications, QuickBooks, CS Professional Suite and other accounting applications

### **PROFESSIONAL EXPERIENCE**

Jan. 2017 – Present: **Self-Employed – Madison, MS**

- Accounting and financial advisory work for wholesale and retail companies
- Consulting clients on managerial and operational procedures that allow for better working processes, less overhead and higher foreseen income
- Preparing financial reviews and studies upon clients' requests

Aug. 2014 – Dec. 2016: **Lighthouse Sanders and Associates – Madison, MS**

**Accountant and Auditor:**

- All accounting work for clients in different industries
- In charge of settling dues to suppliers and collecting payments from customers for some of the firm's clients
- Preparing weekly and monthly financial statements
- Arranging finances for the periodical Sales Tax and Income Tax reporting
- Preparing financial studies for a local law firm representing clients with claims for The Deepwater Horizon Economic and Property Damages Settlement, and coordinating with parties representing BP
- Financial and compliance audit for HUD projects, schools and commercial entities

Jan. 2014 – Aug. 2014: **Mega Mattress and Furniture Outlet – Jackson, MS**

**Financial Controller:**

- Preparing purchase orders and overseeing the receipt of goods, storage and related accounting entries
- Reviewing pending account receivables and following up with customers on their payments

- Issuing all periodical financial reports (Cash Flow, Income Statement and Balance Sheet Reports, etc.)
- Managing cost cutting efforts and making sure that all disbursements happen within the budgeted limits
- Implementing managerial changes to help with the workflow and ensuring clear job descriptions for each of the operational posts

Feb. 2010 – July 2013: **Abboud Auditing & Accounting Firm – Lebanon**

**External Auditor:**

- Undertaking auditing work for clients (institutions and companies) and communicating with management on findings and recommendations to follow
- Ensuring clients' compliance with financial and operational risks
- Periodic reviewing of accounting books and ensuring they are in accordance with tax and filing laws
- Helping clients report to the Tax Departments
- Representing clients at the Social Security offices and assisting with their payroll preparation
- Overseeing organizational procedures for newly established entities, externally, in terms of legal paperwork and internally, in terms of workflow and reporting distribution
- Working on financial and accounting investigations for corporate lawsuits, designated to the firm by courts and The Justice Department
- Preparing feasibility studies and business growth plans with clients' management teams
- Instructing clients' new employees on accounting norms to be followed
- Putting in place accounting procedures to help clients become up to date on occurring events
- The firm's client base ranged from local companies to international corporations, with some of the work done on-location in Lebanon and others done outside (Arab and African countries)

Nov. 2005 – Jan. 2010: **Medicals International – Kingdom of Jordan**

**Business Development Manager & Internal Office Manager: (Jan. 2008- Jan 2010)**

- Developing business relations with new and existing customers to ensure their needs are met
- Creating strategies to penetrate new markets and promote new products
- Overseeing all led generation and ensuring best closing for critical potential projects
- Ensuring that the company remains proactive and responsive to prospective clients
- Developing an overall client satisfaction plan and implementing it by using marketing programs for products expansion
- Managing the sales team's needs and creating the right connection with the technical department
- Following up on possible problems occurring with the aging of accounts and collections from customers
- Tracking all competitor activities, while pushing for the best marketing position for all offered products and services

**Internal Office Manager: (Nov 2005- Dec. 2007)**

- Managing the company's financial transactions
- Controlling the facilities given to customers and their designated payment terms, while keeping the accounts receivables within the company's favor
- Issuing all periodical, internal and external financial reports (Cash Flow, Income Statement and Balance Sheet Reports, etc.)
- Maintaining a transparent and clear reporting with the government
- Implementing continuous cost reduction plans by adjusting the working process applied, especially when it comes to delivering efficiently the best service and products to customers
- Assigning and negotiating payment schemes with third parties and suppliers

- Putting in place audit plans to be followed at all levels of the existing departments
- Representing the management team in different partners meetings
- Working on the continuous development of all internal team members
- Setting budgeting strategies to be applied and following up on them
- Preparing feasibility studies and provision plans for future and potential projects
- Managing the company's stock of goods sold and ensuring there is no shortage with the minimum purchased quantities

Sept. 2003 – Oct. 2005: **Medicals International – Lebanon**

**Internal Office Manager: (Jan 2005 – Oct 2005)**

- Managing the company's operations as mentioned above under the same job position

**Accountant: (Sept 2003 - Dec. 2004)**

- Handling petty cash, Accounts Receivable, Accounts Payable, banks relations and other third parties
- Executing bank transfers, correspondences & reconciliation
- Issuing all periodical financial reports
- Preparing all taxation reports for the Ministry of Finance
- Arranging all needed and up to date reporting to the Social Security
- Cost calculation and profit margin tracking for all products, with continuous communication with the sales team

**OTHER INTERESTS**

Day trading, Jiu Jitsu and reading