

Hussein Jamil El Ali

Nationality: Palestinian

Place and Date of Birth: Lebanon, Tyre April 03, 1992

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OBJECTIVE

Looking for an appropriate position in an Accounting/Procurement related field that would allow me to excel and encourage my career goals of becoming a successful and effective individual in my field of work.

EDUCATION

From 2010 to 2011	Institution Attended: Ahmad Tiiba Institute Level of Studies: Third Year Computer and Accounting Major Title: Computer and Accounting	Tyre-Lebanon
From 2009 to 2010	Institution Attended: VTC Vocational Trading Center Level of Studies: Certificate in office practice, computer and accounting Major Title: Office Practice, Computer and Accounting	Tyre- Lebanon
From 2008 to 2009	School Attended: Cadmous college Level of Studies: Grade 11	Tyre, Lebanon
From 1995 to 2008	School Attended: Lebanese Evangelical School Level of studies: From KG1 till Grade 10	Tyre, Lebanon

EXPERIENCE

-From 10/2014 till Present **Mindspace SARL/MindWorks SAL/MindSpace SAL - Sister Companies**
Roumieh – Lebanon

Position Held: Accountant

- Daily Data Entry (Purchases, Sales, Expenses, Payments, Expenses Invoices)
- Monthly Payroll & financial reports (cash flow & P&L)
- Controlling Cash on Hand
- Reconciliation Suppliers, Clients, Intercompany, Banks Statements
- Following up in shipping papers and customs declarations
- Assist the audit office in governmental declarations reports
- Accounts Payables & Receivables
- Coordinate and supervise the work of specialists and factory staff
- Issue required certificates and documents requested by the employees

-From 03/2015 till 03/2017

MindWorks SAL

Roumieh - Lebanon

Position Held: Procurement Coordinator

- Stock Management
- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance
- Controlling the purchasing budget
- Delivering cost savings for the company
- Ensuring the adequate supply of all required materials, components and equipment
- Regularly contacting suppliers to renegotiate prices and payment terms
- Developing relationships with suppliers for the company's good
- Working to create and promote a safe working environment
- Issue and verify payments for suppliers

-From 05/2014 till 07/2014

Sour Drug Warehouse

Tyre – Lebanon

Position Held: Part Time Job Accountant

- Daily Data Entry - Purchases, Sales, Expenses, Cash, Expenses Invoices
- Accounts Payables and Receivables
- Assist the audit office in governmental declarations reports

-From 08/2012 till 09/2014

ETS Salah Sabraoui for Furniture

Tyre - Lebanon

Position Held: Accountant

- Daily Data Entry (Purchases, Sales, Expenses, Payments, Expenses Invoices)
- Monthly Payroll & financial reports (cash flow & P&L)
- Gallery management
- Reconciliation Suppliers, Clients, Banks Statements
- Assist the audit office in governmental declarations reports
- Stock Management
- Accounts payables and receivables

-From 08/2012 till 09/2014

Sea Center SAL

Tyre - Lebanon

Position Held: Accountant

- Daily Data Entry (Purchases, Sales, Expenses, Payments, Expenses Invoices)
- Controlling Cash on Hand
- Reconciliation Suppliers, Clients, Banks Statements
- Accounts payables and receivables

From 07/12 till 07/2012

Union for Financial Consultancy Office

Tyre - Lebanon

Position Held: Accountant

- Daily Data Entry (Purchases, Sales, Expenses, Payments, Expenses Invoices)
- Office Management

- Training new accountants
- Auditing client's accounting data
- Reconciliation Suppliers, Clients, Banks Statements

From 07/11 till 06/12

Shawki Abou Khalil Office for Accounting and Auditing

Tyre – Lebanon

Position Held: Accountant

- Daily Data Entry (Purchases, Sales, Expenses, Payments, Expenses Invoices)
- Reconciliation Suppliers, Clients, Banks Statements
- Auditing client's accounting data.

SUMMARY

SKILLS

Computer Skills

Microsoft Office Suite, Dolly Accounting Program, Bee Business Accounting Program, Sage 100 - Accounting and Trading Modules, Brains Stock/Accounting Modules.

Languages

Fluent in English and Arabic

Soft Skills

(Knowledge in the Lebanese VAT & tax on salaries regulations, Time/Self-Management, Team Player, Very –Well Organized, Working under Pressure, Negotiating and persuading, Meeting deadlines, Coaching and Mentoring, Fast Learner)

EXTRA CURRICULAR

ACTIVITIES

Hobbies

Reading, music and basketball

Interests

Research and General knowledge

REFERENCES

Name:

Doctor Boghos Aramian

Position:

President of Grand Lodge of Three Stars

Contact:

+961 (3) 212 883

Name:

Mr. Joseph Gebran

Position:

Owner of Yogeco Corporation for Scientific Equipment

Contact:

+961 (3) 364 798

Name:

Mrs. Lina Francis

Position:

HR Manager at Mindspace SARL, MindWorks SAL & Mindspace SAL

Contact: +961 (71) 959 434

Name: Mr. Andre Francis
Position: General Manager at Mindspace SARL, Mindworks SAL & Mindspace SAL
Contact: +961 (3) 225 952

Name: Mr. Salah Sabraoui
Position: Tyre's Municipality Vice President, Owner of Salah Sabraoui for Furniture, and managing partner at Sea Center
Contact: +961 (3) 740 744

Name: Mr. Amer Chahrour
Position: Head of Accounting at Sharaf Group.
Contact: +961 (70) 765 823

Name: Mr. Shawki Abou Khalil
Position: Owner of Shawki Abou Khalil Office for Accounting and Auditing
Contact: +961 (3) 204 156

Name: Mr. Hussein Wahid
Position: Owner and General Manager of Union for Financial Consultancy Office
Contact: +961 (3) 459 439

Name: Mr. Majed Kheshen
Position: Manager at Sour Drug Warehouse
Contact: +961 (3) 959 770

CERTIFICATES

Available upon request