

## Contact Information

### Email

houssam.chammout@gmail.com

### Address

B 21 Al Roz, Abbassiyeh, Tyr,  
Lebanon

### Phone

+961 70 316186

## Skills

- Accounting
- Oracle system
- Libra system
- Quick learner
- Accuracy
- Teamwork
- Leadership Skills
- Time management
- Microsoft Office
- Job Development

## Languages

### Arabic

Native

### English

Intermediate

### French

Intermediate

# Houssam Chammout



Graduate Accountant who has the skill, creativity, and ambition seeking a position of accountant in your organization to utilize my educational qualification, bookkeeping, and analytical skills for mutual growth and success.

## Experience

### Star Venue Restaurant

Tyr, Lebanon  
October-2015  
September-2017

#### Cashier

- Handled all the incoming cash, petty cash, and payments according to orders, as a result, security in cash flow operations
- Handled all the incoming calls such as reservation calls, orders, customers queries, to achieve the company's goals
- formed the Company Customers' phone number data, which has direct effects on telemarketing
- Monitored the customers' suggestions and feedback to keep the satisfaction of visitors as a self-initiative

### Debbane Agri

Zahrani, Lebanon  
September-2017  
Currently

#### Sales Coordinator

- Handling the sales operations by executing the sales orders on the system, and issuing their related invoices and delivery orders
- Preparing the debit/credit notes according to managerial orders
- Following up with customers' accounts by opening accounts, executing all their related receipts, bills, commitments on the system, in addition, matching balances and sending the related statement of accounts on a monthly basis
- Monitoring the delivery orders, invoices, credit/debit notes, and receipts, to ensure the accuracy of the operations
- Ensuring of commitments' collection on a daily basis, to ensure that all the commitments are collected in their specific dates.
- Assisting the accounting department by booking the branch's collection accounting entries in the journal vouchers
- Coordinating between the Branch and Credit and Accounting Departments

## Education

### Lebanese University

Nabatieh, Lebanon  
2018

#### Master 1 in Accounting and Auditing

### Lebanese University

Nabatieh, Lebanon  
2016

#### Bachelor in Accounting and Auditing

## Certifications & Courses

**Work In Progress**

CMA Test - part 1 - to be achieved in June 2019