

# **Fatima Yassine**

Email: fatima.ys@outlook.com

Address: Mount Lebanon, Hay Al Abyad

Phone: +96170308488

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## **Objective**

**Seeking to join a successful establishment in which I will be able to develop myself further, learn how to progress with the company through my dynamism and hard work.**

## **Education**

- Lebanese International University (LIU):  
Studying Accounting and auditing **2016\_ present**
- High School: Besancon – Clemenceau

## **Experience**

### **Accountant at Tmc:** **September,2018- September,2019**

- oEnter Daily transaction using Accounting software
- oEnter daily transaction using excel sheet
- oPrepare bank reconciliation
- oReview purchases between stock department and Accounting department
- oprocessing all invoice and issue customer statements on monthly basis
- oEnter all Purchases (Supplier invoices) and refunds (credit notes)
- oFiling documents, sending fax and answering phones

### **Coordinator Logistics at interactive Education Technology** **January ,2017\_ January,2018**

- oWorked as Coordinator Logistics for Qitabi project USAID, seeking training process, Training group management, Data managing...

### **Accountant at Interactive Education Technology** **May,2016– August,2018**

- o Enter daily transaction
- o processing all invoice and issue customer statements on monthly basis
- o Ensure all suppliers invoices are appropriately authorized for payment,
- o Reconcile all bank accounts on a daily basis and Bank accounts reconciled monthly
- o Disburse petty cash by recording entry and verifying documentation
- o Produce balance sheet, profit and loss
- o Prepare and submit monthly reports
- o Follow up with client and supplier
- oMaintain a filing system for all financial and legal documents

**Assistant Manager at Interactive Education Technology*****February,2016 - August-2018***

- oScheduling appointments
- oorganizing meetings -Writing and organizing letters releases and reports
- o Developing media contacts
- oData researching and updating
- oCommunicate with clients and evaluate their needs
- oHandle complaints from customers

**Skills:****Languages:**

Fluent in French language

Excellent in English language as an oral communicator and writer (memos, reports, letters, emails...)

**Technical skills:**

Manager accounting system

Orange accounting system

Paradox software group accounting system

MS office (Excel, word, powerpoint..)

**Professional Development:**

- o Team work training with the Lebanese Red Cross
- o Design thinking and business development training program for unemployed youth with Nawaya Organization Network and UNICEF
- oSteer your career with Injaz organization

**Certification and Courses**

- oPromethean Professional Development for Education - Promethean
- oComputer skills - MS Office - Data entry - ( ACT College)
- oActivinspire software (promethean UK)

**References:**

- o Available upon request