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Yasmin Saidy

Civil Status:

Place of Birth: Beirut, Lebanon.

Date of Birth: July, 1st, 1994.

Nationality: Lebanese.

Marital Status: Single.

Education:

MBA

International Management of the Net Economy

M2 2016-2017	Modern University for Business & Science	Beirut, Lebanon.
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M1 2015-2016	Modern University for Business & Science	Beirut, Lebanon.
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Management des Organisations de la Net-Economie à Contexte International

M2 2016-2017	Université de Picardie Jules Verne	Amiens, France.
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M1 2015-2016	Université de Picardie Jules Verne	Amiens, France.
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BA

Bachelor of Arts in Business administration

2012-2015	Modern University for Business & Science	Beirut, Lebanon.
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BACC II

Lebanese Baccalaureate in General Sciences

2011-2012

Saint Elie Btina

Beirut, Lebanon

Work experience:

Accounting and Auditing

Present 01/09/2018 JTC sarl Beirut, Lebanon.

01-09-2017 / 31-07-2018 Kama sarl Beirut, Lebanon.

01-05-2017 / 30-08-2017 WAO Beirut, Lebanon.

- Creating journal entries: journal vouchers (JV), receipt voucher (RV), and payment voucher (PV).
- Prepare all data entry task: issue invoices (invoicing: credit sale), and sales return.
- Examine the cycle of purchase: post purchase orders, credit purchase, purchase return.
- Update accounts receivable, and accounts payable.
- Transfer from / to warehouses.
- Handles cash & payments.
- Perform bank & suppliers reconciliation.
- Bank letters.
- Prepare salaries, and commission for sales.
- Filing.
- Stock control.
- Cost control: fixing selling prices, cost prices.
- Reporting tools: daily, weekly, monthly, and yearly reports.
- Prepare statement of account, trial balance, ledgers.
- Coordinate with external auditor: VAT, income tax, CNSS, financial reports.
- Audit daily cash transaction (petty cash for showroom).
- Prepare and submit the documents needed for the external auditors.
- Personnel management: staff attendance, vacations, contracts.

Work Flow

06-11-2015 / 30-04-2017 Blom Bank Beirut, Lebanon.

Conduct Credit analysis activities: Collect the information necessary for loans study, complete study the risk of each client applying for a loan, and completion the first study for requests of credit card.

Telemarketing

05-10-2015 / 05-11-2015 Al Baraka Bank Beirut, Lebanon.

Contact with the customers of this bank to give them information about the new offers.

Accounting and Auditing

01-09-2014 / 30-09-2015 Emilie accounting firm Beirut, Lebanon.

01-07-2012 / 30-07-2013 Mallah Establishment Beirut, Lebanon.

Creating journal vouchers, Amortization, Inventory, Reporting tools, Examine the cycle of purchase, sales and VAT, Salary tax declaration, payroll, CNSS, Income tax declaration for individual institutions.

Languages:

Arabic (mother tongue), French (first language), English (second language).

Computer knowledge:

Good user Microsoft Office (Word, Excel, Power point).

Computer Software: Dolphin, Silicon, Capital accounting system.