

# Elise Youssef Jello

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## PERSONAL INFO

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Nationality : *Lebanese*  
DOB : *19th , February 1986*  
Status : *Single*  
Mobile : *+961-70838154*  
Address : *Beirut- Lebanon*  
*Dekwaneh Marroukoz Cap Sur Ville str.*  
*Charbel Sejaan bldg, Block G6, 2<sup>nd</sup> Floor*

## OBJECTIVES

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I am looking forward to develop my acquired professional skills in Finance where I can contribute positively given my education in this field.

## EXPERIENCE

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**March 2018 – October 2019**

**Pikasso**

Beirut, Furn Chebbak

### **Accountant**

- Responsible for day to day finance and accounts operations
- Bank reconciliation
- Accurately track payables and receivables
- Prepare sales tax report and apply related entry
- Invoicing
- Filing and documentation

**July 2015 – Sept 2017**

**Mobile Technology  
Tomorrow**

Beirut, Hazmieh

### **Accountant**

- Responsible for day to day finance and accounts operations
- Bank reconciliation
- Accurately track payables and receivables and ensure timely collection/payment
- Invoicing
- Filing and documentation

Beirut, Sed El Bauchrieh

- Responsible for day to day finance and accounts operations
- Accurately track receivables and ensure timely collection
- Invoicing
- Petit cash control
- Filing and documentation

Beirut, Bourj Hammoud

**Junior Accountant ; Invoicing**

Beirut, Citymall

- Welcoming, serving and selling customers products meeting their needs
- Resolving customers' different problems and making recommendations to management.
- Assists in the merchandising and display
- Participates in the store inventory
- Contributing to team effort

Beirut, Accaoui

## Beirut, Hazmieh

Beirut, Mkalles

## EDUCATION

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- 2005 – 2010 : *B.A in Finance and Banking* (AUST – Ashrafieh)
- 1990 – 2004 : *Lebanese Bacculaureate in Sociology & Economics* (Chritian Teaching Institute)

## PROFESSIONAL COURSES ATTENDED

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- June 2008 : *Certificate of Proficiency in English ( The Univers ity of Michigan)*

## LANGUAGES

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- Arabic (Mother language)
- English (Fluently read, Written and spoken)
- French (Good read, Written and spoken)

## SKILLS

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- Computer (Microsoft office ;Word – Excel -Power Point)
- Accounting (PIMS2, Socrat, Dolphin, JDE)

## INTERESTS

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- Foreign Exchange    ☐ Swimming    ☐ Dancing