



Yolla Barkil

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FIELDS OF INTEREST

- Joining a reputable company where I could make use of my experience and establish a more challenging career. Willing to relocate.

EDUCATION

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| 1997- 2001 | Lebanese University, Beirut BA/ Business – Accounting and Finance |
| 1984-1997 | Collège De La Providence, Beirut Lebanese Baccalaureate/ Experimental Science |

WORK EXPERIENCE

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| 01/2019 – 05/2020 | Mike Sport &CO, Zalka/ Lebanon <i>Internal Controller</i> <ul style="list-style-type: none">▪ Monthly reporting to Managing Director.▪ Controlling the monthly costs (direct and overheads).▪ Auditing the invoicing process (wholesale, retail, and online).▪ Controlling the end of month records for accruals, prepaid expenses, and unearned revenues.▪ Checking and monitoring all kind of contracts: buying, sponsorship, barter, and rental.▪ Daily monitoring of closing the POS and making sure that all the cash money is daily deposited in banks.▪ Controlling the fixed assets registration.▪ Coordinating with all the head of departments (wholesale, retails, warehouse) to ensure that all the processes are effectively applied.▪ Overseeing the collection of receivables.▪ Controlling bank statements.▪ Supervising the work of the accountants. |
| 08/2017 – 02/2018 | G4S, Security Company, Awkar/ Lebanon <i>Finance Manager</i> <ul style="list-style-type: none">▪ Preparing monthly reporting to the Regional Office.▪ Generating the annual budget, and the monthly forecast with analysis of the variance between the budget, the forecast and the actual figures.▪ Drafting analysis reports highlighting business issues, potential risks and profit opportunities.▪ Assessing any new proposals for new potential clients by analyzing the costing v/s the selling price and verify that a good margin will be insured in order to approve.▪ Cost Controlling (direct and overheads) by making monthly studies and comparisons analysis with previous periods and with the revenue.▪ Reviewing the monthly financials statements.▪ Working closely with the Heads of departments to help them meet the budget by generating more revenue and reducing unnecessary expenses.▪ Overseeing the accounting team and ensuring that accurate figures are provided by implementing clear accounting procedures.▪ Monitoring on a weekly basis the cash status of the company and ensuring to increase the inflows and control the outflows.▪ Analyzing the payroll generated by the HR department by conducting variance analysis, and by comparing the salaries by client versus the revenue by client. |

10/2011 – 08/2017

G4S, Security Company, Awkar/ Lebanon

Chief Accountant

- Assisting in the monthly reporting to the regional office.
- Controlling the end of month records for accruals, prepaid expenses, and unearned revenues.
- Assisting the financial manager in the annual budget preparation.
- Ensuring accurate and timely monthly, and year end close.
- Preparing and analyzing monthly financial statements: Profit & Loss, Balance sheet, Cash Flow, Debtors and Creditors Ageing
- Controlling fixed assets procedures.
- Preparing and filling legal and fiscal aspects of the company (i.e. tax on salaries, VAT, income tax,...)
- Ensuring that the purchase procedure is adequately completed.
- Supervising the invoicing procedures.
- Overseeing Costing Analysis and control.
- Monitoring and Control of Overheads.
- Compiling comparison of budget with actual.
- Monitoring of Stock.
- Managing the treasury i.e. collection of receivables, payments to suppliers, and payment terms negotiation.
- Reviewing statement of payroll and conducting variance analysis.
- Supervising the work of the accountants.

06/2008– 10/2011

Asdaa/Intermarkets, Advertising Agency, Beirut/Lebanon

Chief Accountant

- Preparing financial statements : Profit & Loss, Balance sheet, Cash Flow, Debtors and Creditors Ageing
- Assisting the financial manager in the annual budget preparation.
- Performing month-end functions such as accruals, provisions,..
- Preparing of the monthly closing.
- Managing the treasury i.e. collection of receivables, payments to suppliers.
- Preparing and filling legal and fiscal aspects of the company (i.e. tax, VAT, income tax,...)
- Preparing salary payments (payroll).
- Handling the invoicing procedures.
- Controlling the costing system (per job/client).
- Preparing fixed assets procedure.
- Controlling bank statements (Bank reconciliation).
- Handling the cash money (Petty cash).
- Entering daily accounting transactions.
- Handling the employees files (CVs, legal and personal paper, social security registration...).
- Others (Responsible of the office supplies i.e.: Stationery, computers, kitchen supplies ...).

04/2002 – 05/2008

Rouge Inc, Advertising Agency, Beirut/ Lebanon

Assistant Financial Manager

- Performing month-end functions such as accruals, provisions,..
- Managing the treasury i.e. collection of receivables, payments to suppliers.
- Preparing salary payments (payroll).
- Handling the invoicing procedures.
- Assisting the financial manager in preparing and filling legal and fiscal aspects of the company (i.e. tax, VAT, income tax,...)
- Holding fixed assets registry.
- Controlling bank statements (Bank reconciliation).
- Handling the cash money (Petty cash).
- Entering daily accounting transactions.
- Handling the employees files (CVs, legal and personal paper, social security registration...).
- Others (Responsible of the office supplies i.e.: Stationery, computers, kitchen supplies ...).

CONVENTIONS -SEMINARS

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| November 2013 | Internal Quality Management System (QMS) Auditor Training course based on ISO 9001:2008 Standard, Bureau Veritas |
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SKILLS

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| IT knowledge | Microsoft Windows, Outlook, Word, Excel, Paragon (Accounting Software), Visual Dolphin, Focus, Navision. |
| Language | English, French and Arabic (written, read and spoken, fluently). |

Professional

- Flexible to adapting to ever-changing situations
- Ability to work under pressure and meet deadlines
- Multi-tasking ability
- Excellent in teamwork.
- Reliable and dedicated.

Other Information

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| Interests | Martial Arts, Tennis, Swimming, and Traveling |
| References | Available upon request. |