



Laurence Abdallah Yehia

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👤 male

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ABOUT ME

I am a highly motivated university graduate completed a bachelor degree in Banking and Finance and MBA in Finance with a strong commitment to excel in life with the ability to work under pressure and maintaining optimal results. I am a confident communicator who possesses a European and Middle Eastern cross-cultural understanding and linguistic capabilities. I am eager for the experience and prospect of developing new elements to my knowledge base.

EDUCATION

MBA FINANCE

2020

HOLY SPIRIT UNIVERSITY OF KASLIK

BACHELOR'S DEGREE BANKING AND
FINANCE

2018

HOLY SPIRIT UNIVERSITY OF KASLIK

WORK EXPERIENCE

FINANCE OFFICER

08/2018 - Now

GULF STARS

- Manage the schedule and work load of a team, provide direction on priorities of activities.
- Create and implement financial policies to guarantee operational efficiency.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Contribute to financial audits.
- Monitor all bank deposits and payments.
- Perform periodic financial analysis to detect and resolve problems.
- Prepare balance sheets and invoices.

ACCOUNTANT

09/2016 - 07/2018

GULF STARS

- Prepare monthly statements by collecting data analyzing and investigating variances.
- Summarizing data, information, and trends.
- Accomplish finance and organization mission by completing related results as needed.
- Prepare special reports by studying variances; preparing budgets; developing forecasts.
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data.

- Prepare state quarterly and annual statements by assembling data.
- Advise the management on required actions.
- Calculating quarterly estimated tax payments and assembling data for quarterly and annual tax filings.

**FOREIGN AND LOCAL CURRENCY
EXCHANGE TRADER AND ANALYST**
12/2014 - 08/2016

SHAMS CURRENCY EXCHANGE FIRM

- Handle financial transactions
- Trade foreign currencies
- Maintain financial records
- Provide financial product information

PURCHASING TRAINEE
11/2013 - 11/2014

STAYBRIDGE SUITES BEIRUT

- Provides constant and accurate feedback to the Purchasing Manager with regard to market conditions such as product availability, lead-time delivery & price trends.
- Monitor the reordering of supplies from the stores.
- Confirms orders for stock items and market list requirements.
- Evaluates and selects quotations from suppliers.
- Participates in market surveys and identifies prospective suppliers.
- Participates in negotiations for service, maintenance and other related contracts for the Hotel.

TRAINEE - CUSTOMER SERVICE
04/2013 - 10/2013

STAYBRIDGE SUITES BEIRUT

- Multi-lingual customer support
- Greets guest courteously upon arrival.
- Assigns rooms for all guests.

ADDITIONAL INFORMATION

- Earned the highest performance rating among employees several times.
- Helped organize financial task requirements by studying regulations adhering to requirements advising management on required actions.
- Helped Designing and implementing a new process that enhanced cost savings and risk reduction.
- INNOVATION : Innovative leader who induces and accepts transformation.

PROFESSIONAL COMPETENCIES

- Excellent organisational skills
- Ability to think creatively to solve client issues
- Ability to work on several tasks under pressure and several conditions
- Excellent IT capabilities
- Ability in account and business development
- Ability in account and business development
- Leading client relationships and managing key stakeholders
- Multi-lingual (FRENCH - ARABIC-ENGLISH)
- Understanding client needs and translating them into feasible solutions aligned with the project strategy