

Issa Yassine

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Education

Haigazian University, Beirut, Lebanon - Bachelor of Business Administration (BBA) With Emphasis in Accounting (With Honors)	January 2019 - December 2022
Leaders Technology Center by CIS College, Hamra, Lebanon - Technical Bacculaureate in Accounting	October 2016 - June 2018

Work Experience

Accountant, Toters Delivery, Jal el dib, Lebanon - <ul style="list-style-type: none">Reconcile the accounts payable of Toters’ books versus the partners’ statement of accountsPerform end of day cash count versus Toters’ booksPerform reconciliation of the branches' accountsInvestigate and resolve all incoming inquiries from 1,000+ partners regarding all accounting mattersHandle 2,000+ fleets’ issues related to their walletsPrepare and submit monthly salaries including advances for 2,000+ fleetsEnter daily payment vouchers and receipt vouchersUpdate financial data in databases to ensure that information is accurate and readily availableHandle a proper and accurate filing for accounting and other related documentsIssue credit/debit memos according to contracts	September 2021 - Present
Accounting Intern, Toters Delivery, Jal el dib, Lebanon - <ul style="list-style-type: none">Attended a QuickBooks trainingLearned the Lebanese standard chart of accountsAcquainted with the cash cycleFamiliarized with the company’s operationsAssisted in accounting data entryGenerated and sent the requested invoices and statement of accounts to Toters’ partner stores	June 2021 - August 2021
Tutor, Beirut, Lebanon - <ul style="list-style-type: none">Taught Accounting, Finance, and DatabasePresented the material in an approachable way for students	October 2017 - June 2018
Cashier, STYX Gaming Lounge, Achrafieh, Lebanon - <ul style="list-style-type: none">Closed the balances and accountsCalculated the total cash received by the end of my shift and reconciling it with the total salesWas responsible for selling and ordering goodsMaintained an excellent knowledge about the stores’ services and products	July 2017 - August 2017

Certificates

SMART Skills Group - Accredited by American Institute of Applied Education (AIAE) - USA Fundamentals Of Business Analysis Training	February 2023 - March 2023
LAU Case Competition Webinar Series Certificate Available upon request	March 2021 - May 2021
Financial Planning for Young Adults https://www.coursera.org/Course/certificate	April 2021
Microsoft Certified: Power Platform Fundamentals Certificate Available upon request	April 2021
Learning Data Analytics by LinkedIn Certificate Available upon request	March 2021
Introduction to Negotiation: A Strategic Playbook for Becoming a Principled and Persuasive Negotiator https://www.coursera.org/Course/Certificate	January 2021
Project Management: The Basics for Success https://www.coursera.org/Course/Certificate	January 2021
Fundamentals of Digital Marketing https://Google.com/Maharat/Certificate	December 2020
Business Writing (with Honors) https://www.coursera.org/Course/Certificate	November 2020

Skills

- Languages:** Arabic (fluent), English (fluent), and French (basic)
- IT Skills:** Microsoft Excel, QuickBooks, Database access, Zendesk, MS Project, Slack, and Power BI
- Soft Skills:** Attention to detail, Teamwork, Business writing, Effective communication, Fast learner, Organizational, Positive attitude, and Negotiation skills
- Hard skills:** Analytical and Accounting skills

References are available upon request.