

# Elio Yared

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Nationality: Lebanese



## Objective

The immediate aim is to seek a higher position that offers new challenges and the Opportunity for personal and professional development.

An ongoing career path involves utilizing existing skills, experience and Expertise with input into a complete process at a higher level.

A commitment to the highest standards of service and professionalism and a contribution to a company's strategic growth and direction remains key priorities in the career plan.

## Education

ONGOING BACHELOR DEGREE | 2020-PRESENT | LEBANESE UNIVERSITY

· Major: audit

HIGH SCHOOL DEGREE | 2020 | SACRED HEART OF GEMMAYZE

· Major: sociology and Economics

## Experience

Junior Accountant | HiCart | 04-November-2022 / 26- May-2023

Post and process journal entries to ensure all business transactions are recorded

Track and monitor accounts receivable

Issue and prepare invoices

Track and monitor accounts payable

Perform reconciliations

Assist in the processing of balance sheets, income statements, and other financial statements

Adhere to legal and company accounting and financial guidelines

Assist other departments such as HR, Marketing, and Logistics with reviewing expenses

Update financial data promptly

Ensure that information is accurate

React promptly if the information is not accurate

As needed, assist with other accounting projects

Responsible for daily cash reconciliation, which includes managing the cash process from daily postings through the final reconciliation of the monthly bank statement to the general ledger

Answering inquiries and questions from the controller and CFO regarding monthly activity posted.

Performing reconciliation of bank activity (bank reconciliation)

Customer Service | SPINNEYS | JULY 2020 – FEBRUARY 2021

Answer customers' questions. In addition, resolving issues, taking Orders, handle returns, and responding to complaints.

Answer incoming calls.

Enumerator | Action against Hunger | OCTOBER 2020 – NOVEMBER 2021

Collect field data and site visits to do beneficiary verification.

direct contact with households and ensure the quality of data collected and

Ultimately the quality of data output.

## Skills & Abilities

### MANAGEMENT

Excellent time management.

Highly organized with strict adherence to deadlines.

Proficient multitasker, working well under pressure

### COMPUTER

Microsoft Office S: Advanced knowledge

JavaScript: Beginner knowledge

HTML coding: beginner knowledge

### COMMUNICATION

Writing

Speaking

Presenting

Active listening

Negotiating

Team building ·

Giving or accepting

Honesty

### Accounting skills

Hands-on experience with accounting software like Fresh Books

and QuickBooks Advanced MS Excel skills including Vlookups

and pivot tables

Strong attention to detail and good analytical skills  
Able to maintain confidentiality.

#### Languages

Arabic: advanced

French: intermediate

English: upper-intermediate