



Charbel Yammine

Accounting Manager

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Work experience

Accounting Manager - Part Time 2022-03 - present

L'Atelier Du Miel Sarl - Roumieh, Lebanon

System Experience:

- Tasmeem

Tasks:

- Reaching KPIs and reviewed them every end of month
- Planning and forecasting
- Closing VAT
- End of month closing
- End of year closing
- Auditing for all transactions every end of month
- Payroll
- Cash flow
- Balance sheet
- P&L
- Coordinate with the CEO regarding the budget for every project

Senior Accountant 2021-09 - present

Colour My Plate - Health, Wellness & Fitness - Dubai (Remote)

Systems Experience:

- Quickbooks system
- Telr Platform software
- Expensify system
- MarketMan system

Tasks:

- Account Receivables & Account Payables;
- Monthly report: P&L - Balance sheet - Cash flow - Sales Report
- Weekly Report: Cash flow position every end of week;
- Forecasting Cash flow, P&L and Sales report;
- Coordinate with internal auditor for end of month and end of year closing;
- KPIs reviewed every end of week;
- Closing VAT UAE;
- Payroll;
- Bank reconciliation;
- Petty cash control;
- Inventory adjustment end of month.

Accounting Clerk 2021-03 - 2021-09

FluoroSeal - Oil & Energy

Systems Experience:

- Microsoft Dynamics XAL system
- EPICOR (ERP system)

Tasks:

- Research, track, and resolve accounting problems;
- Handle all bookkeeping for two companies in parallel on both systems: accounts receivable, accounts payable.
- Bank Reconciliation.
- Closing orders;

Education

Bachelor in Business Accounting 2013 - 2017

Al Kafaat University (AKU) - Fanar, Lebanon

Lebanese Baccalaureate - Socio-Economic section 2012 - 2013

Antonine Sisters School - Roumieh, Lebanon

Skills

Software Proficiency

Standards of accounting

Data Analysis

Critical thinking

Prioritizing

Attention to detail

Problem-solving

computer skills

- Microsoft office Word
- Microsoft office Excel
- Microsoft office PowerPoint
- Microsoft office Access
- Movie Maker

Interests

- Music

Senior Accountant 2019-08 - 2021-02

N,K Kaddoum & Associates, Consultants and Auditors
– Jal El Dib, Lebanon.

Softwares Experience:

- VISUAL DOLPHIN accounting system;
- WIZARD Accounting System
- ACOM accounting system;
- NAVISION accounting system.

Tasks:

- External Audit for Zaatar W Zeit and URBANISTA head office;
- Accounting & Audit for MEDCO - Mar Roukoz Dekwaneh gas station;
- Closing Year (Fiscal Declaration);
- Audit Report;
- R567;
- VAT;
- Salary;
- Tax;
- CNSS;
- Financial statement (Balance sheet & profit and loss).

Accountant 2016-08 - 2019-07

Audit Process (Gilbert Achkar & Fadi Bachaalany) –
Zouk Mosbeh, Lebanon.

- DOLPHIN FOX PRO accounting system;
- Data entry (sales, purchases, fixed assets, cost allocation,...);
- Bank reconciliation;
- Follow up with suppliers and client;
- Tax on salaries (R5, R6, R7, R10,...);
- Vat;
- Stock;
- Closing year;
- Amortization & Damping (calculation of %);
- Financial statements: (P&L, assets, general expenses, and liabilities);
- CNSS and payroll;
- Cash flow in/out (budget).

LANGUAGES

Arabic

Native Language

English

French