



# Paul Yammine

## Supervisor at BUTEC

Results-driven professional with substantial experience in accounts management, transactions processing, reconciliation, and financial reporting.

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## Areas of Expertise

- Accounts Payable & Receivables
- Billing Regulations
- Business Administration
- Bill processing and collection
- Transactions Processing
- Financial Performance Improvement
- Oracle & MS Office
- Operations management
- Cash Flow Management
- Customer Relationship Management
- Team Building & Leading

## Career Experience

### BUTEC Utility Services S.A.L, Lebanon

December 2017 – Present

Meter Reading and Billing Collection Supervisor – MRBC Department

- Organizes the work of the meter reading and collection team in order to meet the management planscorrecting discrepancies
- Develops the collection daily report
- Follows-up on the collectors' progress and results
- Ensures the closing of emission is being executed on the determined date
- Performs the final collection report in order to issue the collectors' salaries.
- Assigns routes to individual Meter Readers & Collectors.
- Controls activities of MV and LV meter readers and collectors on a daily basis to ensure accuracy and quality of processes.
- Material responsibility for invoices handled.
- Collects receipts for the amount deposited directly by the collectors in bank or EDL cashiers.
- Works with documentation and handheld meter reading bordereaux.
- Carries out collection of meter and customer data.
- Controls handing over of metering and customer data to data entry operator or is responsible for data processing himself.
- Monitors accomplished / unaccomplished tasks of subordinates from a daily/weekly work plan.
- Reports on NTL identification / suspicion to NTL Manager and analyst.
- Reports on meter reading and collection activities to the Senior Meter Reading & Collection Supervisor.
- Follows-up with clients to settle their bills on specific time

### Douaihy Pour Le Bois, Lebanon

January 2014 – September 2017

Accountant – Accounting Department | Deputy Manager - Amioun Branch

- Reconciled and maintained suppliers and customers accounts and report discrepancies to senior accountant.
- Executed standard accounting transactions including journal vouchers and balance sheet
- Formulated and presented comprehensive monthly reports of company's account balances
- Processed bank reconciliations on monthly basis.
- Monitored transactions by logging banker checks, petty cash, and other transactions
- Maintained accurate records of currency transactions.
- Reconciled daily cash report.
- Assisted with the review of the company expenses.
- Assisted senior accountants in the preparation of monthly/yearly closings, accounts receivables and payables.
- Issued invoices, receipts, and payment vouchers.
- Processed various accounting data entry and book bank deposits and payments.
- Reported any accounts discrepancy to the senior accountant.
- Filed and archived documents.
- Posted and processed journal entries to ensure all business transactions are recorded.
- Completed a feasibility study for Bois Tech & assisted with stock physical count
- Managed operational and customer service tasks in Amioun division

## Education

### Bachelor of Business Administration – Banking and Finance

Notre Dame University, Louaize, Zouk-Mosbeh, Lebanon, 2013

### Lebanese Baccalaureate in Economics

Les Filles De La Charite Dar En-Nour, North Lebanon, 2009

## Certifications/Trainings

- Certificate of recognition for performing an outstanding job event 2013 in the open doors-NDU
- Certificate of achievement in recognition of attending - Effective Communication & Interpersonal Skills by M.C.A people solutions.
- One month of training in Credit Libanais Bank as intern – September 2012.
- Two months of training in Saydet-Zgharta Hospital as accountant – August & September 2013.
- Assistant in NDU-Barsa for Dr. Dorine Haddad for 3 years (2010-2013).
- Customer Relationship Management.
- Financial Reporting and Reconciliation

## Personal Skills

- Ability to lead , manage and motivate
- Good communication and organizational skills
- Flexibility, ability to cooperate
- Ability to adapt the technological advancements
- Trustworthy in the performance of the job
- Ability to work under pressure
- Sound judgment & decision-making
- Analytical & conceptual thinking

## Languages

Arabic: Advanced | English: Advanced | French: Advanced

## References

All references needed are available upon request