

# JOE HOSN

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## SUMMARY OF QUALIFICATIONS

- Experience working as an Accounting Clerk with a professional accounting firm; proven ability to prioritize tasks in order to meet deadlines.
- Eager and committed to serve as a junior accountant performing assignments involving financial principals, processes, and regulations.
- Microsoft Office (Word, Excel, PowerPoint), Python, and QuickBooks.
- Outstanding verbal and written communication skills.
- Strong organizational skills, team player and able to work under pressure.

## WORK EXPERIENCE

### Assistant Manager

09/22 – 12/22

UPS Store, Toronto

- Greeted customers; gathered information about items being shipped and calculated weight and size to accurately determine the price of shipping.
- Prepared packages for shipping, ensuring items were properly labeled and shipping location address was entered correctly.
- Recorded all sales transactions on POS system.

### Accounting Clerk, (Internship)

11/21 – 08/22

Khalid Awar CPA, Lebanon

- Accurately filled journal entries and financial statements using silicon books program (similar to QuickBooks)
- Assisted with maintaining accurate financial records and payments
- Verified the details of the related sales and purchases invoice
- Assisted in performing account reconciliation and prepared journal entries

### Data Entry Clerk, (Internship)

06/21 – 10/21

Beirut Sea Port Authority, Lebanon

- Retrieved and entered data in database systems.
- Used Excel spreadsheets to record information about ships arrival and departure dates.

## EDUCATION

### Bachelor of Science in Accounting with emphasis in Auditing

8/18 – 1/23

American University of Science and Technology

## TRAINING/ CERTIFICATIONS

- Institute Libanel Technique: Certified as Hotel Accountant and General Accounting
- Corporate Financial Institute: Certification in Accounting fundamentals
- Udemy course: Certification in Basics of Auditing
- Udemy course: Certification in Auditing Financial Statement/ Breezy CPA
- Udemy course: Certification in CIA full study course
- Trained as chief in Scouts Lebanon
- Certified in working with Microsoft Excel