

YOUNNA JARJOURA

PROFILE

Effective communicator with great analytical skills and excellent teamwork abilities, skilled at performing detailed cost analysis and maintaining all accounting records.

EDUCATION

2021-present **Masters in Business Administration – Accounting and Audit**
Beirut-Lebanon **Lebanese University**

2018-2021 **Bachelor's degree: Accounting and Auditing**
Beirut-Lebanon **Lebanese University, with distinction**

2003-2018 **Lebanese Baccalaureates**
Beirut-Lebanon **Zahrat El Ihsan, with distinction**

SKILLS

- **Computer skills:** Good knowledge in Microsoft Excel, Microsoft PowerPoint and Microsoft Word
- **Good communication skills**
- **Good time management**

PROFESSIONAL EXPERIENCE

Grant Thornton (Audit Internship)

- Examining company accounts and financial control systems
- Checking that financial reports and records are accurate and reliable
- Preparing reports, commentaries and financial statements
- Gauging levels of financial risk within organizations

March 2023-
May 2023

Mady&co (accountant)

- Manage all accounting transactions and handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Publish financial statements in time
- Report on the company's financial health and liquidity

October 2022-
February 2023

Tutor


- Assisted a struggling student with the CNED by designing individualized lesson plans and implementing teaching strategies


2017-2022


ProGroup Agency (sales)

- Presented products using solid arguments to existing and prospective customers
- Performed cost-benefit and needs analysis of existing/potential customers to meet their needs

2019-2020

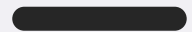
 +961 71016486

 Youmna_jarjoura@hotmail.com

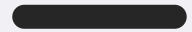
 Beirut, Lebanon

LANGUAGES

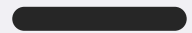
French
(DALF C1)



English



Arabic



HOBBIES

Drawing, swimming,
volunteering, travelling

VOLUNTEERING

Firefly Entertainment,
Kids Animator

2020

(Entertained kids with
special needs, in non-
charitable events)