

Youssef Soueid

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Assistant Manager

Leadership | Supportive | Dedicated | Time Management

As an accomplished assistant manager in the Ministry of Finance, I excel in a supportive and collaborative role. With a dedicated and organized approach, I adeptly assist in supervising team members, delegating tasks according to their strengths, and ensuring adherence to company policies and industry regulations. Moreover, I consistently contribute to the team's success and delivers exceptional results in the Ministry of Finance.

- EXPERIENCE -

Ministry of Finance, Marjeyoun

Assistant Manager

5/2019 – 6/2023

- Managing day-to-day operations, handling the procurement of real estate properties for businesses and private investors, as well as overseeing inheritance operations.
- Supporting the general manager by efficiently organizing, planning, and executing strategic initiatives for the organization.
- Providing comprehensive training and motivation, guiding and leading a team of 10 data entry specialists to excel in their roles.
- Take responsibility for overseeing audit testing across control functions, I ensured compliance and operational efficiency throughout the organization.
- Managing customer complaints professionally and resolving issues to maintain the organization's commitment to superior customer satisfaction.

Office Administrator

6/2016 – 4/2019

- Managed the filing of all office paperwork and documents, encompassing sales and inheritance transactions.
- Demonstrated exceptional customer service by promptly answering and redirecting customer inquiries while providing valuable administrative support.
- Contributed significantly to the company's success by assisting in the seamless closure of an average of 50 transactions per day.
- Maintained accurate and up-to-date databases, demonstrating a meticulous approach to data management and organization.
- Demonstrated a deep understanding of HR regulations and benefits, effectively addressing and resolving employee inquiries with professionalism.

Ministry of Finance, Beirut – Data Entry

5/2014-5/2016

- Managed meeting arrangements and calendar, and contributed to effective time management with the VAT department.
- Assumed responsibility for the seamless onboarding process of new employees and ensured a smooth transition into the organization.
- Maintained organized and up to date HR files.

Ministry of Public Health, Beirut – Administrative Associate

2/2013-2/2014

- Conducted a thorough examination of bills received to the Ministry of Health to ensure accuracy and compliance with relevant financial regulations.
- Reviewed and analyzed the budget allocated to each hospital, ensured that financial resources are appropriately allocated and utilized to meet operational requirements.

- E D U C A T I O N -

Bachelor Degree in Business, Emphasis Accounting and Audit – Lebanese University, Beirut

2009-2012

- L A N G U A G E S -

- Arabic: Native
- English: Proficient
- French: Fluent

- P R O F E S S I O N A L S K I L L S -

- Comfortable using Microsoft Office: Word, Excel, and Power Point.
- Excellent communication skills, attention to details, dedicated and organized.
- Employee training and development, supporting managerial tasks, and decision maker.