

# YEHYA NASSRALLAH

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Lebanon-Beirut

## EXPERIENCE

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- **06/2022 - 06/2024:** Billing and Expenses Coordinator at Fixphone.  
Open box mobile phone - wholesaler and retailer company.  
**Responsibilities:**
  - Manage sales and returns invoices.(bills range 20,000\$-50,000\$)
  - Receive, manage incoming payments and identify inconsistencies.
  - Inform clients on their outstanding debts and deadlines.
- **03/2020 - 06/2022:** Call Center Agent at LibanCall Plus.  
Leading provider of telecommunication and value-added services and solutions.  
**Responsibilities:**
  - Taking orders, answering questions, handling complaints and following up on customer problems.
  - Following a script to increase sales.
  - Training the new employees and providing them with important information and resources as part of training procedures.
- **04/2019 - 12/2019:** Accountant at audit firm.  
Perform audits of companies, organizations, small businesses, government entities, and individuals as well.  
**Responsibilities:**
  - Compose and input journal entries into IDS – EDM – SILICON accounting system.
  - Bank statements reconciliation, as well as accounts payable and receivable.
  - Ensure the completion of assigned tasks in line with establish deadline.
  - Preparing periodic declaration (Payroll, VAT, Income Tax...).

## EDUCATION

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- **2023-Present:** Master's degree in sociology and human resources management at the institute of social sciences at the Lebanese University – Raouche.
- **2015-2018:** Bachelor's degree in accounting and audit at the faculty of economic sciences and business administration at the Lebanese University – Hadat.
- **2013-2014:** Official Baccalaureate in Life Science at Riad Soloh high school.

## PERSONAL SKILLS

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•Leadership	•Emotional intelligence	•Organization	•Decision making	•Multitasking
•Creativity	•Time Management	•Problem Solving	•Attention to details	•Adaptability

## TRAINING AND CERTIFICATES

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- Accounting course  
*Fifty training hours include Income tax, VAT, Practical application of accounting software at Pro Training Center.*
- Central Bank of Lebanon  
*Training certificate at the Training and Development department.*
- Microsoft Office  
*Experience certificate in Microsoft office (Word, Excel, Access, and PowerPoint) at The National Center for Vocational Training.*

## LANGUAGES

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•Arabic (native)	•English (professional working proficiency)	•French (limited working proficiency)
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## INTERESTS

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•Fundamental and Technical analysis	•Financial Markets	•Reading
•Trading	•Crypto Currencies	