

# Alissar Mashmoushi

**Address:** Beirut, Lebanon | **Phone:** +961 71 589917

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## Summary

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A dedicated and proficient HR Master's student with 1+ years of academic experience in the HR, business & accounting industries. Proven record of working with senior accountants, developing accounting skills and gaining practical experience. Effective leader who performs well in collaborative environment with accountants and clients. Adept at assisting with tasks such as inputting income and expense entries into the accounting systems, paying bills, while creating invoices for the company's clients. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

## Education

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**Master's Degree in Human Resources** – Present

Lebanese International University, Beirut, Lebanon

**Bachelor of Business Administration in Accounting Information Systems** – 2023

Lebanese International University, Beirut, Lebanon

- Help create various spreadsheets for managing accounts receivables, while analyzing reports for reconciliation, and coordinating projects between the accounting, finance, and marketing departments
- Assist with special projects, particular those involving advanced spreadsheet skills while posting journal entries that ensure the balancing of debits and credits
- Aid in the preparation of general and standard journal entries, account reconciliations, cost reports and various other accounting statements and reports
- Participate and support in system maintenance/upgrade/implementation projects while performing all necessary reporting related to assigned duties

## Certifications

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**Digital Marketing Certificate**, Succeed and Achieve – 2023

**Certificate in Junior Accounting**, Bird Accounting Software – 2021

**Certificate in Senior Accounting**, Bird Accounting Software – 2021

**Certificate in Chief Accountant**, Bird Accounting Software – 2021

## Skills & Expertise

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| <ul style="list-style-type: none"><li>• Leadership</li><li>• Team Management</li><li>• Communication &amp; Negotiations</li><li>• Market Research</li><li>• Business Development</li><li>• Problem Solving</li><li>• Project Management</li></ul> | <ul style="list-style-type: none"><li>• Negotiations &amp; Contracts</li><li>• Policies &amp; Procedures</li><li>• Microsoft Office</li><li>• Spreadsheet and database creations and management</li><li>• Customer Service</li><li>• Interpersonal Skills</li><li>• Organizational Skills</li></ul> |
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## Languages

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**Arabic:** Native | **English:** Fluent