

Elio Yared

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EXPERIENCE Most Recent Backwards

From 08/2023 to now	Audit associate – Geahchan Audit Firm	Beirut, Lebanon
	<ul style="list-style-type: none">• Participating in the planning phase of an audit• Developing an audit strategy and identifying key risks• Visiting the client's site to gather evidence and conduct audit procedures• Examining and cross-referencing audit work-papers to ensure accuracy and compliance with audit standards• Assessing the effectiveness of the client's internal controls by performing tests of control• Using financial analysis techniques to identify trends or anomalies in the client's financial statements• Performing substantive procedures to test the details of account balances and transactions• Identifying errors or misstatements and proposing necessary adjustments to the financial statements• Ensuring that financial statements comply with relevant accounting standards and regulations• Preparing audit reports encompassing essential financial components, including assets, liabilities, income, cash flow, and equity, while maintaining and updating tangible and intangible fixed asset tables• working with NGOs on their accounting and auditing strategies	
From 12/2022 to 08/2023	Junior Accountant – HiCart	Beirut, Lebanon
	<ul style="list-style-type: none">• Posting and processing journal entries to ensure all business transactions are recorded• Tracking and monitoring accounts receivable• Issuing and preparing invoices• Tracking and monitoring accounts payable• Performing reconciliations• Assisting in the processing of balance sheets, income statements, and other financial statements• Adhering to legal and company accounting and financial guidelines• Assisting other departments such as HR, Marketing, and Logistics with reviewing expenses• Updating financial data promptly• Ensuring that information is accurate• Managing the cash process from daily postings through the final reconciliation of the monthly bank statement to the general ledger• Answering inquiries and questions from the controller and CFO regarding monthly activity posted• Performing reconciliation of bank activity (bank reconciliation)	
From 11/2021 to 01/2023	Customer Service Representative – SPINNEYS	Beirut, Lebanon
	<ul style="list-style-type: none">• Answering customers' questions and attending to their worries• Resolving issues, taking orders, handling returns, and responding to complaints• Answering incoming calls and providing any necessary information or assistance	

EDUCATION Most Recent Backwards

From 2020 to now	Lebanese University	Beirut, Lebanon
	Bachelor in Business Administration, Accounting and Auditing	
	Expected Date of Graduation: 2024	

From 2007 to 2020

Sacred Heart of Gemmayze

Beirut, Lebanon

Lebanese Baccalaureate, concentration: Sociology and Economics

Date of Graduation: 2020

SKILLS

Languages: Fluent in English and Arabic with average knowledge of French

Computer Skills: MS Word, Excel (particularly Vlookups and pivot tables) PowerPoint, JavaScript, HTML coding, Dolphin, Odoo

Technical Skills: Surveying, Interviewing, etc.

Soft Skills: Leadership, Communication, Organization and Management, Negotiations, Public Speaking