



Pauline Younes

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D.O.B: 01-01-1989

Country: Beirut - Lebanon

Nationality: Lebanese

Family Status: Married

Work experience

[Dec 2015 – present] **WISSAM TAWIL & ASSOCIATES– Lebanon**
Senior Accountant

- Responsible for applying the new laws and regulations issued by the official institutions (taxation, NSSF, municipalities);
- Handling the accounting aspects and consolidated accounts according to IFRS/IAS referential for many projects;
- Developing and maintaining external relationships with customers, banks, creditors, auditors and governmental agencies.
- Coordinating budgeting/forecasting, cash management, risk management, and tax reporting;
- Managing general ledger, payroll, cost control accounting, cash management, customer billing, fixed assets, accounts payable, accounts receivable, bank reconciliation;
- Controlling and handling monthly and quarterly income tax on salaries, VAT declarations, NSSF, and end year declaration;
- Collaborated with management on developing for the clients their new accounting procedures and controls around revenue reconciliations, bad debt recoveries, and minimum deficiencies;
- Managing accounts receivable/payable;
- Reviewing and evaluating the effectiveness of business controls over financial reporting controls;
- Responsible for the formulation of accurate and timely financial reporting to the Chief Executive Officer –CEO of Wissam Tawil & Associates.

[July 2011 – Nov 2015] **MERHEJ TRAVEL– Lebanon**
Accountant

- Performed monthly closing for the company; controlled and managed all accounts payable and fixed assets;
- Handled general ledger and inter-company journal entry;
- Prepared monthly invoices and entered into accounting system;
- Managed monthly bank reconciliation;
- Performed accounts payable and receivable functions daily;
- Prepared monthly financial statements;
- Tracked and managed expenditures;
- Maintained the Fixed Asset and associated depreciation schedules using Dolphin Accounting System.

Part time Experience during University Studies

[Oct 2009 – Jun2011]	DACCACHE PRINTING– Lebanon Assistant Manager
[June – Sep 2008]	CHEVY 24 Supermarket – Lebanon Order processing Officer
[Jan 2006-Aug2008]	OKAIDI – Beirut Mall – Lebanon Sales Executive

Education

[2011]	SAGESSE UNIVERSITY– Lebanon Bachelor degree in Business Administration and Finance
[2007]	LEBANESE UNIVERSITY – Lebanon 1 year study – Bachelor degree in Sociology
[2006]	LYCEE OFFICIEL DES JEUNES FILLES - Lebanon Lebanese Baccalaureate II – Sociology and Economics

ERP & Computer Skills

Computer Skills:	Expert in using Ms. Office
Accounting software:	Expert in using Dolphin

Foreign Language Skills

Arabic	Mother Tongue.
French	Fluent.
English	Fluent.

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