

Lynn Hamandoush

Khaldeh, Quobbah
Beirut, Mount Lebanon
78/877250
Lyn.hamandush@hotmail
.com

Seeking a challenging position as an accountant where I can utilize my strong analytical skills, attention to detail, and extensive knowledge of financial management to contribute to the success of the organization.

EDUCATION

Professional Masters' in Finance and Financial Establishments

Lebanese University – Faculty of Economics Studies and Business Administrations|
January 2021 - March 2023

Bachelor Degree in Finance

Lebanese University – Faculty of Economics Studies and Business Administrations|
September 2017 - November 2020

EXPERIENCE

Accountant and Finance, Bliss Hall Catering — *Hamra*

March 2023 - PRESENT

- Using omega software for entering journal ,payment, and receipts vouchers for all paying and receiving amounts
- Gather and Monitor financial data
- Prepare Monthly, Quarterly and Annual Statements (income statements, budgeting, Statement of account...)
- Forecast costs and Revenue
- Conducting internal or external audits to evaluate financial processes, controls, and accuracy of financial statements
- Maintaining Financial Records, including recording transactions, tracking expenditures, and reconciling bank statements.
- Organize the quotations and the invoices
- Prepare Monthly reports for the whole financial statements
- Following up with AUB as customers for essential payments.

Accountant and Manager Assistant, Learning Hub — *Choueifat*

March 2023 - Present

- Prepare Monthly, Quarterly and Annual Statements (income statements, budgeting, Statement of account...)
- Calculating employee wages, and preparing payroll reports.
- Accounting and Entering Journal Vouchers for all expenses and revenues Transactions using Omega Software.
- Managing and processing invoices, monitoring and collecting payments from customers, and paying bills to suppliers.
- Providing administrative support such as organizing files, and making requisitions for ordering office supplies.
- Following up with the manager for the payments of specific students, to account the payments in their files.

- Preparing Sales Monthly Report.

Cashier, Ramadan Juice — *Khaldeh*

September 2022 - February 2023

- Manage transactions with customers using cash registers using omega software.
- Scan goods and ensure pricing is accurate.
- Issue receipts, refunds, change or tickets.
- Welcoming customers to the store.
- Ensure that the store is clean and tidy
- Helping the employees in organizing the sweets fridge.

Math Teacher, Al Rayan School — *Khaldeh*

September 2021 - June 2022

- Planned and delivered engaging and comprehensive math lessons for diverse groups of students at different levels of proficiency.
- Utilized various instructional strategies, such as visual aids, hands-on activities, and technology, to enhance student understanding of mathematical concepts.
- Maintained a positive and inclusive classroom environment that encouraged active participation and collaboration among students.
- Communicated effectively with parents and caregivers regarding student progress and academic goals.
- Encouraged critical thinking and problem-solving skills through challenging and real-world math problems.

SKILLS

- Data Analysis Proficient
- Time Management
- Flexibility and Adaptability
- Hardworking and Teamwork
- Written and Verbal Communication
- Proficiency in using Microsoft Office (Excel, word, access, ppt...)

Certificates

Certificate of Workshop |Centremine : Financial tools for Feasibility Studies

Certificate of Workshop |Centremine : Financial Risk Management

Certificate of Workshop |Centremine : AI ChatGPT: Society-Technology Interaction

LANGUAGES

- Arabic (Fluent)
- English (Fluent)