

Mohammad Ballah Al Yamani

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KEY SKILLS:

Standards of accounting, performing accounts payable and receivable functions, Data analysis, Microsoft Office (Excel, Word, PowerPoint, and Outlook), Customer service, Business knowledge, Excellent communication skills, Collaborate with team members to ensure professional and efficient work outcomes, Excellent teamwork, Fostering a positive and uplifting atmosphere in the workplace.

EDUCATION:

Lebanese International University:

Master of Business Administration in Accounting Information System

Present

Lebanese International University

Bachelors in business administration of Banking and Finance

2017-2021

JAMIL RAWAS SCHOOL :

Lebanese Official Baccalaureate in ES

2016-2017

EXPERINCE:

CMA CGM (present):

Accounting and finance Delivery agent:

- Accounting payable agent for two African clusters.
- Preparing daily reports (prepayment report, ageing report, Hold report)
- Checking and uploading supplier's invoices on Cira system for the booking team to book them.

- Strong report generation and analysis skills.
 - Booking payments for supplier's invoices on system (Ocean, Sage)
 - Month closing activities to ensure not having any outstanding bank lines.
 - Assist with bank reconciliation activity.
 - Communicating with agency members on daily basis to ensure the highest quality in work.
 - Prepare weekly batch payment for the suppliers, depending on the due date of their invoices.
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La Levantine "Daher and Cie" - Wael Daher Customs Clearer:

Accountant:

- Prepare and post invoices from the shipping system to the accounting system.
 - Handling all the expenses of the Customs Clearance process and preparing invoices for the customers.
 - Prepare monthly P&L excel sheet.
 - Use accounting software and other tools to manage financial data and generate reports.
 - Work with transportation on managers to ensure accurate billing and payment for services.
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Betterfly Travel Agency:

Junior Accountant:

- Data entry, where I handle the task of entering receipt, payment vouchers on the system.

- Handling the task of getting paid from the customers. and paying for the suppliers.
- Daily SOA checking for the suppliers and customers with the proper auditing for their compliance.

AL DIWAN SUPERMARKET:

Customer service officer (Call Center Supervisor):

- Handling complaints and solving them.
- Conduct customer service surveys.
- Present the findings to the management.

CERTIFICATIONS:

Bookkeeper - Accounting Training Academy Center

DATA ENTRY

training on the accounting software

2022

LANGUAGES:

Arabic Native

English Advanced

OBJECTIVE:

Seeking a full-time job where my technical skills can be employed and developed; thus, enriching my professional and educational experience.

REFERENCES:

Upon Request .

