

# Emmanuel Hleiss

## Business Administration Graduate

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## Summary

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A dedicated and creative Business Administration Graduate with 6+ years of experience in different and financial sales industries. Responsible for the effective and successful management of labor, productivity, quality control, and financial transactions. Effective leader who performs well in a collaborative environment with clients and coworkers. Adept at streamlining processes, and developing employees and ensuring timely delivery of services and their technical feasibility. 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.

## Experience

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### **Accounting and Audit Intern – 01/2024 to 09/2024**

#### **Growth Audit, Jbeil, Lebanon**

- Assist in maintaining and updating accounting records and files.
- Help with the preparation of journal entries and general ledger reconciliations.
- Support the accounts payable and receivable processes, including invoice processing and payment tracking.
- Assist in the preparation of financial statements and reports.
- Help compile data for monthly, quarterly, and annual financial reviews.
- Participate in the preparation of budgets and forecasts.
- Assist in planning and conducting internal audits of various departments.
- Help evaluate the effectiveness of internal controls and business processes.
- Gather and analyze audit evidence, documenting findings in audit work papers.
- Support the audit team in ensuring compliance with internal policies and regulatory requirements.
- Assist in identifying and assessing risks within the organization.
- Help with the development and implementation of risk mitigation strategies.

### **Assistant Accounting Manager (Family Business) – 2022 to Present**

#### **Hleiss Tobaccos, Tabarja, Lebanon**

- Analyze financial data to identify trends, variances, and opportunities for improvement.
- Prepare and present financial reports to senior management.
- Oversee the maintenance and reconciliation of the general ledger.
- Ensure all financial transactions are recorded accurately and timely.
- Review and approve journal entries and account reconciliations.
- Assist in the development of annual budgets and financial forecasts.
- Monitor budget performance and provide variance analysis.
- Collaborate with department heads to ensure budget adherence.
- Implement and monitor internal controls to safeguard company assets and ensure compliance with policies and regulations.
- Assist in the preparation and coordination of audits, both internal and external.

- Ensure compliance with tax regulations and other financial reporting requirements. payments.

#### **Trainer – 2022 to 2023**

##### **Aqua Tots Swim School, Antelias, Lebanon**

- Conduct comprehensive fitness assessments for clients to evaluate their current fitness level, body composition, and overall health. This may include measurements, strength tests, flexibility assessments, and cardiovascular evaluations.
- Collaborate with clients to establish realistic fitness goals based on their individual needs, preferences, and limitations. Help clients define clear and achievable objectives that align with their long-term aspirations.
- Consulted with the clients, identified their requirement, ensure all their inquiries were met, and handled all their complaints and resolved them.
- Managed relationship with clients; handled and resolved all customer's complaints.

#### **Intern – 2019**

##### **Middle east security, Audit department, Zouk Mikael, Lebanon**

- Collect and compile data and examine records, reports, operating practices, and documentation.
- Verify Assets and Liabilities by Comparing Items to Documentation and completes Audit Workpapers by Documenting Audit Tests and Findings. Ensuring accuracy and timely delivery.
- Prepares Special Audit, Control Reports and financial Plans by Collecting, Analyzing, And Summarizing Operating Information and Trends

#### **Sales – 2017 to 2019**

##### **Bakery, Zouk Mikael, Lebanon**

- Provided exceptional customer service and handled all complaints and resolved them at a real time.
- Counted money in the cash drawers at the beginning of the shifts to ensure all the amounts were correct. In case of any issue, I resolved them independently or collectively with the management team.
- Constantly monitored the surroundings to ensure the safety of the cash and minimize the loss potential.
- Operated a cash register for cash, check and credit card transactions with accuracy. Balanced the cash register and generating reports for credit and debit sales.
- Reconciled cash register at the end of the shift by balancing all cash, credit cards and checks.
- Responsible to adopt the changing policies regarding credit card payments and implemented them accurately.

## **Education**

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##### **Bachelor's Degree in Business Administration – 2023 Saint**

Joseph University – USJ, Beirut, Lebanon

##### **Masters Degree in Finance-2024-till now Saint Joseph**

University -USJ,Beirut,Lebanon

## **Skills & Expertise**

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|---|-------------------------|
| • Leadership & Team Management • • Communication & Negotiations • | Data Analysis           |
| • Problem Solving •   | Time Management         |
| • Strategic Planning •  | Budgeting & Forecasting |
| • Business Development •  | Decision Making         |
| • Adaptability • • Customer Service •                             | Microsoft Office        |
| • Planning & Organization •                                       | Emotional Intelligence  |
|   | Market Research         |
|   | Presentation Skills     |

## **Languages**

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**Arabic:** Native | **English:** Fluent | **French:** Fluent | **Italian:** Beginner