

YARA ABBOUD

Interior Designer

📍 Bchamoun, Al Madaress Street | 📞 +961-3238678 | ✉ id.yara.abboud2025@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Interior Designer with strong expertise in project management, accounting, customer service, and organizational skills. Adept at managing multiple tasks, streamlining operations, and delivering high-quality results. Eager to contribute to the growth and success of a forward-thinking organization.

EDUCATION

- Bachelor's in Interior Design – Lebanese International University — 2025
- Graphic Design – BT-3 — 2019

CORE SKILLS

- Design & Technical: AutoCAD, 3ds Max, Creative Drawing, Visualization
- Office & Management: Microsoft Excel, Word, PowerPoint, Data Entry, Filing
- Business & Finance: Accounting, Budget Planning, VAT & Tax Calculation, Cost Analysis
- Soft Skills: Communication, Time Management, Organization, Customer Service, Team Collaboration, Adaptability
- Languages: Arabic (Native), English (Fluent), Turkish (Basic)

PROFESSIONAL EXPERIENCE

**Accountant & Data Entry Clerk | Captain Company – Burj Hammoud, Beirut, Lebanon
(Feb 2025 – Aug 2025)**

- Recorded daily sales, purchases, and returns using Excel and POS software.
- Managed coffee inventory, including raw beans, roasted packs, and returns.
- Prepared financial reports (daily, weekly, monthly).
- Handled accounts payable/receivable and reconciled with bank statements.
- Monitored expenses, calculated VAT and income tax, and supported budget planning.

- Organized and maintained both digital and hard-copy financial records.
- Ensured compliance with financial regulations and assisted in audits.

Nail Artist | Miyu – Downtown, Beirut, Lebanon (Dec 2022 – Mar 2023)

- Delivered professional nail services with high sanitation standards.
- Consulted clients, created intricate designs, and managed appointments.
- Applied product knowledge to upsell and ensure client satisfaction.

Sales Associate | Sports Experts – ABC Verdun, Beirut, Lebanon (Jul 2022 – Dec 2022)

- Provided exceptional customer service and met sales targets.
- Demonstrated product expertise and built long-term client relationships.
- Managed documentation and collaborated with team members.

Secretary | Gatematic – Ain El Mraieh, Beirut, Lebanon (Dec 2021 – Jun 2022)

- Scheduled appointments and managed office documents.
- Delivered customer service and handled confidential information.