

# JAD YASSINE

## Accounting Associate

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### OBJECTIVE:

Motivated and detail-oriented professional, seeking challenging opportunities to apply and expand my knowledge in finance and accounting. Eager to contribute effectively by leveraging a solid understanding of financial principles, strong analytical thinking, and a commitment to upholding organizational standards and regulatory compliance.

### WORK EXPERIENCE:

#### Internal auditor - SAMAD tours

October 2025

Tripoli, Lebanon

My key responsibilities included:

- Reviewed and verified receipt vouchers, internal sales, supplier accounts, individual accounts, and expense reports to ensure accuracy and compliance with company policies.
- Conducted internal audits to identify discrepancies, improve accounting processes, and maintain financial integrity.
- Performed data entry and reconciliations for several supplier accounts, including BSP, Amadeus, and Sabre systems.
- Monitored and analyzed financial transactions to ensure proper documentation and timely reporting.
- Assisted in the preparation of financial statements and internal financial summaries for management review.
- Supported coordination between departments to ensure smooth financial operations and transparency.

#### Accountant - SAFI for accounting and auditing

September 2023 - July 2025

Tripoli, Lebanon

My key responsibilities included:

- Prepared and processed journal vouchers for general ledger entries, ensuring proper documentation and supporting details for each transaction. Verified entries for accuracy and compliance with company policies.
- Assisted in the preparation and review of monthly trial balances.
- Managed and processed vendor invoices, ensuring timely payment processing and accurate entry into the accounting system.
- Gain hands-on experience on salary structures, tax calculations, and other essential accounting tasks.
- Participated in reconciling various accounts, including bank and credit card statements, ensuring that all financial transactions were accurately recorded and any discrepancies were addressed promptly.

#### Internship - Central Bank of Lebanon

August 2024

Beirut, Lebanon

During my internship at the Central Bank of Lebanon, I gained valuable insights into central banking operations and financial management through various departments, contributing to the accuracy and integrity of financial data and reports.

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My key responsibilities included:

- Monitored financial markets and reports on exchange rates, interest rates and other key economic indicators.
- Developed an in-depth knowledge of the banking industry and financial products, with a particular focus on compliance with regulatory standards.
- Gained experience with a variety of the central bank directorates including directorate of banking operations, accounting, monetary operations, portfolio management, compliance...

#### **Internship - SAFI for accounting and auditing**

March 2022 - June 2022

Tripoli, Lebanon

- Gained practical experience in auditing processes, financial analysis, and client documentation.
- Contributed to audit planning, fieldwork, and final reporting under the supervision of senior auditors.
- Assisted in audit planning, execution, and reporting in compliance with auditing standards.
- Gained valuable experience in a fast-paced, professional audit environment.

### **EDUCATION:**

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#### **2022 | Beirut Arab University**

Bachelor degree in Business Administration - Finance and Banking

#### **2019 | Rawdat Al-Fayhaa**

Baccalaureate degree in economic science

### **SKILLS:**

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- **McKinsey Forward Program (by McKinsey & Company)**

Completed a comprehensive learning journey focused on leadership, problem-solving, business fundamentals, and digital skills.

- **Excel Skills for Business Job Simulation | Goldman Sachs**

- Acquired proficient command of Excel functionalities and data analysis techniques, including data cleansing, and manipulation, and conditional formatting techniques.
- Acquired proficiency in automation by learning to record macros and script in Visual Basic for Applications (VBA), developing two functional macros integrated with buttons using account sales data.
- Gained expertise in data visualization and storytelling using Excel and PowerPoint by creating impactful charts and interactive dashboards

- **Investment Banking Job Simulation | J.P.Morgan**

- Identified an ideal M&A target for a client based on an assessment of their strategic and financial criteria.
- Constructed a DCF model to calculate the valuation of the M&A target and adjusted the model to account for a competitor bid and supply chain interruption.
- Created a 2-pager for the client containing a company profile and summary of the auction process.

- **Xero Advisor Certified**

- Possess in-depth knowledge of core accounting functionalities, including chart of accounts management, accurate transaction processing, bank reconciliations, accounts payable/receivable, sales tax and VAT management, and financial reporting.

- Ability to advise clients on optimizing their accounting workflows within Xero.
- Deliver strategic insights based on financial data, enabling efficient financial management and informed decision-making.
- **The Ultimate SAP S/4HANA course 2023**
  - Gained understanding of SAP S/4HANA's core financial accounting (FI) functionalities, including general ledger accounting, accounts payable/receivable, asset accounting, and financial statement preparation.
  - Developed proficiency in utilizing SAP S/4HANA's controlling (CO) modules for cost accounting, profitability analysis, and internal reporting.
  - Acquired knowledge of real-time financial data processing and reporting within the S/4HANA environment, enabling efficient financial management and analysis.
  - Understood the integration of financial modules with other SAP S/4HANA components, fostering a holistic view of enterprise-wide financial processes.
- **IC3 digital literacy certification**  
MS office, Spreadsheets, Databases, IT Security, Digital principles ethics skills citizenship, cloud online conferences...
- **SIX SIGMA WHITE BELT**  
Gained foundational knowledge of Six Sigma principles, including process improvement concepts, basic quality management tools, and the roles within a Six Sigma project. Equipped with an understanding of how to support change initiatives and contribute to quality improvement efforts within an organization.
- **Personal Skills**  
Willingness to learn, quick learner, strict, calm, ability to multitask, time-management, record keeper, analytical thinking skills, ethical and responsible.

## **LANGUAGE :**

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- English - Full professional proficiency
- French - DELF B1
- German - Elementary proficiency
- Arabic - Native

## **INTERESTS:**

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Language Learning, Chess, Sketching, Poetry Reading ( the intelligent investor, emotional intelligence) Strength Training, Equestrianism and Tennis