YASMINE BADDOURA

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SUMMARY

I'm an accountant with a high level of accuracy, discipline, and attention to detail, and I'm proficient in Microsoft Dynamics NAV and Dolphin software. Furthermore, my MBA journey has allowed me to develop my marketing skills, where I had the opportunity to craft a social media campaign for a demo brand involving content creation and brand development. I'm always interested in learning new skills and applying my knowledge in different domains when it comes to my line of work.

WORK EXPERIENCE

Accountant, Nymcard SAL (UAE Entity)   May 2024 – October 2025

- Performing Monthly Primary Vendor Reconciliations between our books and the corresponding files on Google Drive
- Reconciling Supplier SOAs with our records
- Performing Monthly Bank Reconciliations with our books
- Conducting Routine Checks of Bank Statements to Track Movement, and recording incoming transfers from Clients after notifying the necessary parties of their receipt

On SAP Business One:

- Recording All Daily Settlements done via bank transfers to primary vendors
- Recording All Settlements to Other Vendors & Third Party Suppliers after booking the related invoices
- Recording the Deferred Revenue & Deferred Cost
- Recording the Interchange Cost Invoices
- Recording Accruals (Interchange Cost & Revenue, Accrued Revenue, Staff Tickets, EOSI, etc.) and making the necessary reversals
- Recording employees' monthly payroll and corresponding settlements
- Recording expenses corresponding to Prepayments (Prepaid insurance, rent, recruitment, etc.), and reconciling the values

Accountant, Beam International SAL Offshore   September 2017-October 2021

- Preparing payments to suppliers & freight forwarders
- Posting purchase orders to purchases account (60111 & 40111) and posting credit notes
- Recording all bank payments and transactions
- Recording charges (Inland, Packing, Airfreight, etc.) and allocating them to their corresponding
- purchase orders
- Recording all petty cash entries, overheads expenses, and asset purchases
- Recording sales and sales returns on Dolphin
- Following up with suppliers regarding purchase invoices needed to post POs, and following up
  with logistics department for verification and confirmation of freight invoices

Junior Accountant, Yamout Group   August 2016 - July 2017

- Preparing work orders for customers
- Creating payment and receipt vouchers for branches
- Creating journal vouchers for all store branches
- Auditing bills and payments

Accounting Trainee, Mounzer Haddad Auditing Office   May 2016 - June 2016

- The Lebanese Chart of Accounts
- Examining the cycle of purchase, sales, and VAT
- Salary tax declaration
- NSSF (declaration, employee and employer contributions, allowances)

EDUCATION

Bachelor's Degree in Business Administration   September 2010 - June 2015

Beirut Arab University

- *Major in Accounting*

- *CGPA:* 3.07/4.00

Master's Degree in Business Administration   **September 2022 - May 2025**

Specialization in Marketing and Brand Management

Beirut Arab University

Social Media Campaign for a Beauty Salon Brand   **January 2024-May 2024**

- *Creative Content Creation on Canva*
- *Demo Web Design on Squarespace*
- *Raising Brand Awareness*
- *Branding & Identity*
- *Social Media Advertising*
- *Brand Development*

https://www.instagram.com/styletta.thebrand/

KEY SKILLS

- Microsoft Office
- Microsoft Dynamics NAV
- SAP Business One
- Content Curation
- Creative Content Creation
- Canva
- Web Design
- Social Media Marketing
- Attention to Detail
- Organization
- Discipline
- Adaptability

LANGUAGES

- Arabic - Native
- English - Fluent
- French - Intermediate