

## SARA HUSSEIN DEBEK

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### Professional Summary

Accounting and Operations Professional with over 2 years of experience in bookkeeping, reconciliation, payroll support, and team supervision. Skilled at leading teams, streamlining processes, and supporting business growth with reliable financial reporting.

### Core Competencies

- Accounts Payable & Receivable
- Bank & Credit Card Reconciliation
- Payroll Support & Expense Tracking
- Financial Reporting & Auditing
- Purchasing & Inventory Control
- Microsoft Excel & BackOffice Software
- Multilingual: Arabic (Native), English (Fluent), French (Intermediate)

### Professional Experience

- Bookkeeper & Administrative Assistant | Wesley's Wholesale | Jan 2023 – July 2025
  - Processed invoices and payment transactions monthly with 100% accuracy.
  - Performed daily reconciliation of POS sales and online payments across multiple branches.
  - Supported payroll preparation for 40+ employees and ensured timely salary disbursement.
  - Audited purchase orders and maintained precise financial documentation.
  - Coordinated purchasing activities and optimized office supply inventory management.
- Supervisor On Duty | Wesley's Wholesale | Jan 2023 – July 2025
  - Supervised daily store operations, ensuring cleanliness, merchandising, and smooth workflow.
  - Led and coached a team of 15+ employees, improving efficiency and teamwork.
  - Resolved customer issues effectively, improving satisfaction scores and repeat business.
  - Monitored inventory and reduced stock shortages through proactive restocking.
  - Oversaw cash handling, reconciled daily sales, and ensured compliance with policies.
- Head Cashier | Wesley's Wholesale | Apr 2021 – Dec 2022
  - Supervised a team of 10 cashiers and conducted monthly performance evaluations.
  - Maintained daily cash flow of high-volume transactions.
  - Trained and onboarded 8+ new hires, improving efficiency and accuracy.
  - Delivered excellent customer service and resolved escalated customer inquiries.

## Education

Bachelor's Degree in Accounting Information Systems | Lebanese International University |  
June 2021

## Certifications & Training

- BackOffice Accounting Software (16 hours) – Bookkeeper Accounting Training Academy