



# Wassim Mayassi

**Date of birth:** 22/09/1981 | **Nationality:** Lebanese | **Gender:** Male | **Phone number:** (+961) 70074303 (Mobile) |

**Email address:** [wass\\_mayassi@hotmail.com](mailto:wass_mayassi@hotmail.com) | **LinkedIn:**

[https://www.linkedin.com/in/wassim-mayassi-3b486138?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/wassim-mayassi-3b486138?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

**Address:** Ain Hala Street, Mayassi Building, First Floor, Aley, Lebanon (Home)

## ● **ABOUT ME**

I am a hardworking individual who maintain integrity, professionalism and respect for diversity at workplace. I acquired the core and most of managerial competences, I always play the leadership roles and am very good in building trust and empowering others.

Having worked in the finance and accounting fields for more than 10 years throughout my career, I am an experienced accountant graduated from the Lebanese university, I have gained throughout my career a wide knowledge in the accounting, finance, logistics and procurement fields.

I am an advanced excel user, I pay attention to details and spot and highlight mistakes by using my audit skills while checking documents, and I have a well knowledge about procurement procedures evaluation of tenders and contract negotiation.

## ● **EDUCATION AND TRAINING**

01/09/2004 – 31/07/2008 Beirut, Lebanon

**BA IN ACCOUNTING AND AUDIT** Lebanese University

**Website** [www.ul.edu.lb](http://www.ul.edu.lb)

01/09/2001 – 31/07/2004 Beirut, Lebanon

**TECHNICAL BACHELORETTE ACCOUNTING AND AUDIT** Bir Hassan Institute

**Website** <https://bhtinstitute.com>

## ● **WORK EXPERIENCE**

01/06/2023 – 16/01/2024 Chisinau, Moldova

**FINANCE MANAGER** WEWORLD GVC - MOLDOVA MISSION

-Preparing the Country Financial Plan CFP, a tool for budgets follow up for the country mission, that is being updated on a monthly basis after the closure of the accountancy for the previous month and confirming the proper allocation in the accountancy system. This tool is the core finance tool used to monitor the mission's cash flow that included the forecast we update monthly, in addition to the projection of the next year with the available projects and the needed budget availability for local core staff.

-Following up on the archiving process with admin staff to make sure a proper archiving is being applied per project on a monthly basis.

-Authorizing all the payment requests issued by the project managers for program costs and salaries and support costs requested by the local accountant and logistics department.

-Checking and approving the monthly accountancy closure and bank and cash reconciliation prepared by the finance team.

-Preparing and submitting the financial reports as per the requirements and deadlines set in the MoU's with our donors and partners.

-Follow up with our partners on submitting the financial reports on time and checking the supporting documents if matching with the expenses in their report.

-Assisting programs with the budget proposal to be submitted to the new projects we will apply for with the activities budget lines, while for support costs I used to update the needed amounts for local positions and all other support costs within the new projects applying for based on the budget monitoring I used to do frequently.

-Checking and approving the financial articles and installments related to the MoU's to be signed with our partners.

15/10/2020 – 31/05/2023 Beirut, Lebanon

### **PUBLIC FINANCE OFFICER WEWORLD GVC - LEBANON MISSION**

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-Preparing and liaising with external auditors regarding Non Residence Tax NRT, VAT, and Trial Balance reports required by MOF on a Quarterly and Annual basis.

-Ensuring that archiving process is being performed properly and from a compliance point of view and advising what supporting documents to be available in the archive based on the expenditure type.

-Auditing and approving the mission monthly closure and confirm the correct allocation and the proper registrations in the accounting system.

-Following up and monitoring all WW-GVC partner's compliance of supporting documents and importing the reported transactions to our accounting.

-Performing periodic audit spot-checks on partner's financial reports, procurement processes followed and documentation.

-Providing compliance advice for the implementation of the projects and tender's evaluation.

-Preparing BVA and BFU for project managers and donors (UNOCHA, EU-INTPA, ECHO, AICS, AFD ....).

-Conducting frequent audit visits to all **WeWorld GVC** field offices to confirm proper archiving and to confirm processes are being followed properly.

-Supporting and approving logistics team common expenditures reports (phones consumptions reports that includes allocation per employee, car rentals and fuel consumption reports and allocation).

-Supporting and guiding the finance team in the preparation of external audits in compliance with donor's procedures.

01/12/2016 – 31/07/2019 Beirut, Lebanon

### **INTERNAL AUDITOR ECOLIFE PROPERTIES SAL**

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-Preparing the annual and quarterly financial reports including the BVA report for all the projects and preparing the proposed budget of the next year period.

-Performing an internal audit on all the projects expenses invoices and approve the cash or check payments based on the approved budget and the availability of sufficient supporting documents.

-Preparing and analyzing running costs quarterly reports and insuring the proper allocation amount and invoicing to owners based on their consumption.

-Assisting ECOLIFE's accounting team with accounts payable, NSSF, assets registration plus depreciation and VAT declaration.

-Amendment and implementation of the procurement process.

25/11/2015 – 30/11/2016 Beirut, Lebanon

### **ACCOUNTING SUPERVISOR K4 SARL**

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Performing day to day accounting transactions, controlling of cash and check boxes, monitoring the daily sales and payables invoices, performing the monthly bank and cash reconciliation, following up with the clients for payments, performing the reconciliation and payments to suppliers and supporting the auditors with quarterly and annual VAT and other taxes and NSSF declaration and reporting.

25/01/2011 – 20/11/2015 Dubai, United Arab Emirates

### **CUSTOMER SERVICE PERSON DNATA, EMIRATES AIRLINES**

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-Attending trainings for three Passenger check in's and boarding systems, and working with different airlines with different handling procedures.

-Meeting Customers at the counters, verifying their travel documents, checking them in, and finding the possible solutions for their specific situations. The process continues till boarding the passengers to the aircraft which included handling their final needs and requests before boarding the aircraft.

## **● LANGUAGE SKILLS**

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Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user