Hadi Yazbek

Beirut-Rweiss street
+961 76720737 | hyazbik470@gmail.com

Personal Details

- Date of Birth : January 1, 2001
- Nationality : Lebanese

Objective

Motivated third-year Chemistry student with hands-on experience in supervision and accounting at Gray Mackenzie Company. Seeking to leverage strong organizational, communication, and financial skills to contribute effectively in a dynamic professional environment.

Experience

- **Gray Mackenzie Company (Spinneys)** May 1,2021 - Present
  Front End Supervisor & Accountant
  - Supervise and coordinate daily activities of front-end staff to ensure efficient operations and excellent customer service.
  - Train, mentor, and motivate team members to improve performance and maintain high standards.
  - Handle customer inquiries, resolve complaints, and maintain positive client relations.
  - Monitor cash flow, process invoices, and maintain accurate financial records as part of accounting duties.

Education

- **Lebanese university** 2020-present
  Third year pure chemistry student

Skills

- Proficient in Microsoft Excel (data entry, formulas, basic analysis)
- Skilled in Microsoft Word (document creation, formatting, reports)

Languages

- English / Arabic

Certification

- A certificate in secret of wowing customers

Reference

- **Najwa Abdallah - Gray Mackenzie Company (Spinneys)**
  HR supervisor
  +961 70944281