

Yousif Hijazi

I am an enthusiastic individual who is eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

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🏠 Lebanon

Work Experience:

- **Staunch Machinery Company - Lebanon**

Assistant Supply Chain and Procurement Officer– 1/2023 –Still Present

- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices (using Gmail & ERP System & Stock accounting system)

- **FIFA World Cup Qatar Doha 2022 10/2022- 12/2022**

Supervisor Hospitality Management in Torch Hotel & Stadiums

- **Staunch Machinery Company - Lebanon**

Procurement Officer 01/2022 – 09/2022

- Assist in the selection of appropriate suppliers and contractors to promote good procurement practice with regard to sustainability, ethical purchasing standards and costing
- Set and plan how to achieve supplier accreditation, payment terms negotiation, optimization, and management

Intern of Accounting and Management Department in PAA – 2022

- Costing, Budgeting, Tax on profit, financial analysis Cash flow and customs and clearance, data entry, accounting records, bank operations, cash operations preparation of vouchers

Sweets Restaurant Gharamti & Kiblawi– (Saida – Lebanon)

- Junior Purchasing Officer & Cashier (POS System) 2021-2022

CHIEF ACCOUNTANT • PRACTICAL ACCOUNTING ACADEMY • APRIL 2021

Completed 4 months of Practical Accounting Training on Accounting Software, Data Entry, Accounting Transactions, Sales and Purchasing, VAT, Salaries and Wages, Accounts Reconciliation (Customers, Suppliers, Banks), Income Tax Declaration, Profit and Loss, Balance Sheet, Analysis of Trial Balance, NSSF, VAT Declaration, Closing Quarter on System, Closing Stock, Closing Year, Accrual Expenses

INTERNSHIP • PRACTICAL ACCOUNTING ACADEMY • JAN/2021 – APRIL/2021

Received direct hands-on training and practice on all accounting transactions ranging from simple data entry, going through reconciliations, and all the way up to tax declarations and NSSF

Taracina Restaurant and Café - Junior Purchasing Officer- 01/2020 – 10/2020

- Receive, verify accuracy and quality of orders before confirming receipt and contacting suppliers of incomplete deliveries and follow up to verify / confirm future delivery expectations. Ensure food is properly stored and maintained including proper stock rotation

Education:

Terminal Sociology and Economics - Zaatari High School 2019
Bachelor's Degree in Business Accounting 2022 - LIU - Lebanon, Saida

Skills:

- Accounting - Supply Chain Management - Purchasing
- Working under pressure – Team Work - Management Skills
- Microsoft Office (Excel, Word, Outlook...)
- Accounting and Purchasing Software (**Bird Accounting system & Stock Mass Net &ERP System**)