



YOUSSEF RAYESS

ANY POSITION THAT
SUITS MY QUALIFICATIONS

☎ 97154 542 0979

✉ youcefreyess@gmail.com

📍 Al Wahda Street - Sharjah

"I am a dedicated and self-motivated individual. Very much flexible, can easily adapt new things and willing to learn. Passionate about achieving a challenging position that allows meaningful contribution to the company's development. I have a strong multi-tasking abilities and can relate well to people from variety of cultures, goal oriented and easily motivated."

EDUCATION

2010 - 2015

AL KAFAAT UNIVERSITY - FANAR

- BA Certificate
- Audit Training Certificate

2017 - 2018

CPC INSTITUTION

- International Computer License

SKILLS

- Proficient in MS Office, Windows OS, IT Support & Network Security.
- Expert in Softwares (**Microsoft Dynamics 365 Finance, Oracle Financials, QuickBooks, FreshBooks, Sage Intacct, NetSuite, SAP, Xero, Wave & Tally**).
- Proficient in Management and problem-solving.
- Open to any task that helps me to grow and learn continuously.
- Result-oriented with good communication skills.
- Assertive, flexible, keen and willing to learn new things.
- Resistance to stress with good manners and a positive mind.

INTEREST

- Entrepreneurship
- Team Leadership
- Building Business Strategy & Professional Planning
- Development Financial Markets Analysis

LANGUAGES

- Arabic (Fluent)
- English (Fluent)
- French (Fluent)
- Spanish (Intermediate)
- Russian (Basic)

PERSONAL INFO

Nationality: Lebanese
DOB: 09/06/1990
Civil Status: Single
Visa Status: Visit Visa
Can Join Immediately

WORK EXPERIENCE

BLOM BANK

2020 - 2024

ACCOUNTANT

- Expert in **Quickbooks**, identifying accounting errors, prior experience working with invoicing and payroll software, and income tax return filing knowledge.
- Managing the full accounting cycle, including accounts payable/receivable, general ledger, and bank reconciliations.
- Preparing financial statements and reports, analyzing variances, and providing recommendations for improvement.
- Assisting with budgeting and forecasting processes, ensuring accuracy and adherence to company goals.
- Implementing efficient accounting procedures using cloud-based software, improving productivity and accuracy.
- Collaborating remotely with cross-functional teams, including finance, operations, and leadership, to ensure accurate financial reporting.
- Maintaining accurate financial records, ensuring compliance with industry regulations and company policies.

LE ROYAL HOTEL - DBAYEH - LEBANON

2017 - 2020

RESERVATION AGENT

- Managed a high volume of room reservations via phone, E-mails, and online booking platforms.
- Provided personalized assistance to guests, ensuring clear communication and accurate booking information.
- Collaborated with other hotel departments to optimize room inventory and maximize revenue.
- Verify availability of room type and rate. Explain the guarantee, special rate, and cancellation policies
- Accommodate and document special requests. Answer questions about property facilities/services and room accommodations.
- Resolved guest inquiries and issues promptly and effectively, ensuring a positive guest experience.
- Utilized reservation software and systems to maintain accurate records and manage bookings efficiently.

PROJECTS

INTERNAL AUDIT AND RISK MANAGEMENT

2023

Enhancing Internal Control and Risk Management Framework

IMPLEMENTATION OF COST CONTROL MEASURES

2018

Developing and Implementing Cost Control Strategies

FINANCIAL STATEMENT ANALYSIS AND REPORTING

2016

Analyzing and Reporting on Financial Performance

CHARACTER REFERENCES

Available upon request