

# Yahya Barek

## Personal Information

Address : Jbeil, Amchit  
Birthday : January 18, 1994  
Nationality : Lebanese  
Marital Status : Single  
Phone Number : 71/424 179  
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## Education

2016-2018 : MBA Management  
Lebanese Canadian University, Aintoura  
& Jean Monnet University, Paris  
2012-2016 : Business, Accounting and Audit  
Lebanese University, Hadath  
2011-2012 : Lebanese Baccalaureate in Sociology & Economics  
Jbeil official high school, Jbeil

## Professional experience

### **2018-2019: The Bound Authentic Outlet, Jbeil**

#### **Store manager**

- Recruit, hire, and train quality employees to maximize performance in customer service, revenue generation
- Achieved all development milestones and profitability goals
- Handle all payroll and bookkeeping functions
- Increase customer satisfaction and bottom-line revenue, offering innovative promotions to drive store revenue, and building loyalty club membership
- Daily and periodic tasks such as accounts and stocking and receipt tracking
- Maintained operational efficiency with proactive oversight and corrections

### **2013-2018: Barek Petroleum, Jbeil**

#### **General Manager & Accountant**

- Examined statements to ensure accuracy
- Organized and maintain financial records
- Outlined site policies and optimal work and safety procedures
- Reduce expenses by minimizing waste and improve revenues and profits
- Perform daily and periodic accounts as well as inventory operations
- Improved businesses efficiency where money is concerned
- Kept inventory optimized to ensure low costs while maintaining product availability

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## **2015-2018: Entrepreneur's accountant**

- In charge of accounting operations
- Consultant in accounting and financial matters
- Provide periodic reports in accounts
- Monitor and verify all the invoices
- Purchase orders issuance and ensure their authenticity
- Advise manager with best practices recommendation

## **Computer skills**

- Proficiency in Microsoft Windows and Internet search engines
- Office Processing (MS Excel, MS Word, MS PowerPoint, MS Access, Database)
- Knowledge of accounting programs (JABA)

## **Certificates**

- Six English levels courses in American Lebanese Language Center, Byblos 2017
- Computer skills (Excel) in American Lebanese Language Center, Byblos 2017

## **Highlights of Qualifications**

- Proven leadership, excellent team player and team-building abilities
- Highly organized, excellent knowledge of administration and record keeping
- Ability to resolve conflicts and come up with creative solutions to problems
- Excellent interpersonal, problem solving and strategic and analytical skills showing creativity and innovation
- Ability to work under pressure, and technical and decision making skills
- Plan, organize, and direct the work of staff

## **References** : Available upon request