

Yasmine Dhaouadi

+216 29 123 789

yasmine.dhaouadi@email.com

Sousse, Tunisia

## Objective

Aspiring accounting professional with a solid academic background and strong command of supplier payment processes. Eager to support the finance team of a reputable organization with precision, efficiency, and a proactive approach.

## Experience

Finance Intern - Poulina Group Holding

March 2023 - June 2023

- Collected and reviewed supplier invoices and compared them to delivery notes
- Assisted in updating payment schedules in collaboration with procurement
- Participated in resolving mismatched invoices and preparing supplier statement reconciliations
- Verified bank account data before initiating payments

Assistant Accountant (Freelance) - Local Retail Cooperative

October 2022 - February 2023

- Maintained records of small business expenses and vendor transactions
- Helped organize invoices and receipts for tax season
- Liaised with suppliers to clarify pending balances

## Education

Bachelor's Degree in Accounting

Institut des Hautes Études Commerciales, Sousse

2019 - 2022

## Skills

- Vendor Account Monitoring
- Invoice and PO Matching
- Time Management | Accuracy | Team Support
- Excel (Formulas, Charts) | Word
- English (B2) | French (B2)
- Introductory SAP training completed via Udemy

## Additional

- Member of Junior Chamber International (JCI) - Sousse Chapter
- Seeking a full-time role in accounting or finance operations