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YOLLA MOSSESIAN

OBJECTIVE

Seeking a job offering motivation, self-growth and recognition.

EDUCATION

1986-1990	Lebanese University	Achrafieh, Lebanon
Masters in business Administration - Major accounting and finance		
1985-1986	Oriental Institute of Sciences	Dora, Lebanon
Computer Science		
1985	Ecole Officielle des Filles	Jdeidet El Meten, Lebanon
Lebanese Baccalaureate in General Sciences		

AWARDS RECEIVED

Graduated with High Distinction

TRAINING

Oct. to Dec. 1996

Training at the Consulting and Auditing office EGCCI (Bamako – Mali)

September 1998

Formation on Khronos Software under windows at Consulting and Auditing Office EGCCI (Bamako – Mali)

2004-2005

Diploma from the IFA (Institut de Formation par Alternance- Chambre de Commerce d'Industrie et d'Agriculture de Beyrouth et deVersailles) in “Management Expert Level”

2006

Diploma from the IFA in “Analysis of Financial Statements”

2006

Attended seminars on IAS and IFRS at the Lebanese Association of Certified Public Accountants.

2016-2017

IATA Foundation in Travel and Tourism Diploma.

WORK EXPERIENCE

May 2009 – October 2015: Mystique Trading Company S.A.R.L.
Jewellery & Diamonds Trading

Operations & Accounts Manager

- Establishing the company's legal status (VAT, Banks, etc..)
- Acting general manager for 1 year
- Assuming responsibility for company's financial affairs, transactions, statements, daily transactions
- Establishing and looking over the production process for jewellery
- Establishing and implementing the accounting and production data base for the firm
- Preparing monthly financial statements (BS, IS & CF)
- Valuating of stock and COGS
- Preparing government related reports (CNSS, VAT, Salaries & Wages Returns, etc..)

November 2007 – April 2009: ASA HOME

Import/Export – Retail Company

Head of Accounting Department

- Setting Up Procedures for Sales Invoices & Deliveries
- Setting Up Procedures for Customer Services Department
- Controlling Daily Cash Report
- Preparing Cash Flow
- Following Up Receivables
- Preparing Payment Schedules for Suppliers
- Reconciling Bank Accounts
- Controlling Inventory

Head of Import/Export Department

- Following Up Orders
- Preparing Financial Import Forecast
- Following Up Shipments
- Record Keeping & Matching

- Managing Delivery Schedules for Warehouses
- Preparing Documents for Export
- Establishing Suppliers Relationship
- Dealing With Clearing Agencies
- Negotiating & Dealing With Shipment Agencie
- Costing

March 2007 – August 2007: **Naji Kadoum**
 Certified Public Account

Senior Auditor

- Auditing Restaurants
- Auditing Fuel Stations
- Auditing Winery Company

July 2005 – July 2006: **Yeprem Jewellery**
 Manufacturing of Jewellery

Chief Accountant

- Establishing Production Cost Department
- Costing & Marking Up Products
- Controlling & Following Up of Production & Inventory
- Exporting of Manufactured Products
- Organizing of the Administrative Structure
- Following Up Receivables
- Paying Suppliers
- Reconciling Bank Accounts
- Declaring Salaries Tax
- Declaring Value Added Tax
- Preparing Financial Statements

January 2003 – August 2004: **INTRIND S.A.R.L**
 Manufacturing of Wears

Production Manager:

- Production Scheduling & Control
- Management of Production Department
- Management of Human Resources
- Management & Follow Up of Subcontracting Services
- Implantation of Quality Control Procedure
- Reorganization of the Production Reporting System

June 2000 – September 2002: DIAMOREX Establishment
Manufacturing of Jewellery

Chief Accountant

- Costing & Marking Up Products
- Controlling & Following Up of Production & Inventory
- Organizing the Administrative Structure
- Managing Human Resources
- Book Keeping
- Preparing the Financial Statements

1996 – 1999: AZAR LIBRE SERVICE COMPANY (Bamako – Mali)
Import / Export – Retail company

Chief Accountant

- Setting Up Accounting Structure for 4 Supermarkets
- Managing the pipeline of Inventory
- Managing Human Resources
- Controlling Daily Cash Reports
- Setting Up Procedure for Petty Cash
- Book keeping
- Preparing Financial Statements
- Analyzing Financial Ratios

1991 – 1995: DIAMOREX Establishment
Manufacturing of Jewellery

Chief Accountant

- Management of Banking Operations
- Management of Local & Foreign Financial Company Operations
- Analysis & Follow Up of Stock Exchange
- Cost Analysis
- Set Up Accounting Structure

- Book Keeping
- Management of Petty Cash
- Preparation of Financial Statements
- Financial Ratios Analysis

LANGUAGES

Very good in French and Arabic (Writing, spelling and reading)
Good in English (Writing, spelling and reading)

INTERESTS AND ACTIVITIES

Traveling, hiking, cinema and music

REFERENCES

Available upon request