

Mob: 70- 351355
Address: Beirut- Khaldah
Email: aya.jrab.92@hotmail.com

Aya Jamal Jrab

CV

Personal info: Nationality : Lebanese
Date of birth : 6-Aug-1992
Marital status: Married

Education-School: **Khalid Bin Al-Walid School Makassed (KBWH)**
Succeeds in taking the NCA

From KG1 till Bac 2 (Economics and Sociology)

Education-College: **Beirut Arab University (BAU) Graduated**
BA on June 2014 – (With Grade Very Good)

4th year Commerce and Business Administration
Accounting major

Beirut Arab University (BAU) Teaching
Diploma (new major 2019-2020)

Known Languages: Arabic (S, R, W)
English (S, R, W)

Computer skills: Microsoft Office Word, Excel & Power point

Objective: Willing to accomplish duties that will present opportunity for growth based upon merit.

Experience:**1- Associated Mechanical Engineering (AME)**

20 Aug- 30 Sep 2009: Secondary Secretary

20 July-30 Sep 2011: Secondary Accountant

Reference: 01/788139 - 03/516059

3- Ali Anouti for Auditing and Accounting

6 Jan-31 March 2012: Accountant

Reference: 01/364245 - 03/625708

4- Karem Haidar for Auditing and Accounting

4 June-15 Aug 2012: Accountant

Reference: 70/842275

5- Khalid Ben Al-Walid School (Makassed)

Oct 2012--> July 2013 Private teacher for special needs students.

6- Private Teaching

2013- 2015: Private teacher for special need students

7- Societe Kebbe

Jan-2018 - present Data Entry

Duties & Responsibilities:

- Working on ACI and Silicon accounting programs (data entries & checking bank statements account).
- Preparing monthly time sheets on Noria Program.
- Preparing salaries on Noria Program.
- Checking employee time attendance.
- Working on Tablart accounting program (stocks)

Characteristics:

Flexible with work areas and able to Communicate with people at all levels.

Interests:

Dealing & communications with kids, Teaching, Walking & Swimming.