

# Yasmine Mahfouz Raya

Lebanon, Beirut, Mazraa, Daouk Street, Kassabieh Building  
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## Objective

Seeking a challenging administrative assistant position in a well known company.  
Able to multi task, where I can be an efficient and active member of a team.

## Personal Information

**Place & Date of Birth:** Tamnin el-Tahta (Bekaa Valley), 01/01/1988  
**Nationality:** Lebanese  
**Marital Status:** Single  
**Address:** Beirut, Mazraa, Daouk Street, Kassabieh Building  
**Telephone:** +0096171336061  
**E-mail:** yasmineraya@gmail.com

## Education

**2007-2012** **Bachelor of Science in Computer Science**  
Lebanese University, Beirut

**Relevant Courses:** Database Management System, Data & Networking  
Communication I & II, Operating Systems, Logic Design, Advanced  
Programming, Internet Programming.

**2006** **Official Lebanese Baccalaureate / Life Sciences**  
Soeur Frossine - Beirut

## Languages

	<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>Arabic</b>	Fluent	Fluent	Fluent
<b>English</b>	Good	Good	Good
<b>French</b>	Good	Good	Good
<b>Spanish</b>	Good	Good	-

**Note:** Arabic (Mother Language)  
English (University Study Language)  
French (School Study Language)

## Work Experience

**January 2012 – Jan 2015:** Malik's Bookshop , Beirut  
✓ *Cashier*

**Jan 2015 –Feb 2019:** Malik's Bookshop – Beirut

✓ *Assistant to Accounting Manager*

**Mar 2019 \_Till e:**Farhat Bakery Equipment – Choueifat

✓ *Accounting Internship*

## **Skills**

### **1-Computer Science:**

**Application Software** C, C++, VB.Net, HTML ,Java Script, SQL, My  
SQL, XML, Microsoft Office (All)

### **2-Accounting:**

Journal entries, customer invoicing & receipting, supplier payments  
and Expenses, Reconciliation of key Account, Petty cash,Payroll,NSFF.