

Contact Information

Email

Dayanaibrahim2@gmail.com

Address

Lebanon, Tripoli.

Status

Single

Date of Birth

16 February 1990

Phone

(961) 03 301174

Skill

- . Team player
- . Self –motivated
- . Multi-tasking
- . Attention to detail
- . Innovation
- . Understanding
- . Communication
- . Commercial awareness
- . Initiative
- . Enthusiasm
- . Credibility
- . Organization
- . Time management
- . Adaptability

Knowledge of

Payroll, bookkeeping, purchase orders, data entry, MS office & Excel, Numeracy skills, Numeric calculations, updating spreadsheets

DAYANA IBRAHIM

Accountant

Career Objectives

To Seek a challenging position as a senior accountant with opportunity and growth that would best fit my talent, qualification and skills for continues career improvement.

Experience

Accountant 2015

- Wholesale company for food
- Responsible for various areas including
- Invoicing, expenses, payment runs, reconciliations and dealing with financial queries Accounts & taxation.
- Daily bookkeeping and accounting process including A/R, payroll, bank reconciliation
- Prepare journal entries for prepaid expense and deferred revenue
- Receive and deposit all revenue
- Completed practical training as accountant required by multiple office of Lebanese accountants and experts.

Math Tutor (Elementary level)

Ecole Nouvelle Mixte 2016-2018 (Grade 2-3-4)

- Employ assessment tools and proactive strategies to improve instruction methods.
- Organize parent-teacher conferences to maximize student learning opportunities and develop forward-thinking plans to correct ongoing issues.
- Used the positive reinforcement method to redirect poor behavior.

Education

- **Bachelor Degree in Business & Administration with the concentration in Auditing and Accounting** from **The University of Balamand** (Graduated in **July 2013**)
- A Certificate of Achievement of **Certified Public Accountant-CPA-** at AZM Institute
- **UK Qualification Certification** | NCFE in CACHE LEVEL 3 AWARD IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS (QCF), from **TELLAL INSTITUTE DUBAI. APPROVED BY KHDA AND INTERNATIONALLY RECOGNIZED, (via GEMS Laser Learning) 2019**
- Certificate of Participation by the Ministry of UAE at Global Educational Supplies and Solutions Dubai. 2019

Grade over 100 GPA 2.55

