

Layal Labaki

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Anfeh, El Koura

Lebanon

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DOB: 11/4/1984

PERSONAL STATEMENT

I am an experienced Accountant looking for a new opportunity within a large or small operation company.

I have previous experience in corporate accounting and small business accounting

EDUCATION

Fall 2002 – Fall 2006	American University of Technology (AUT), Halat, Lebanon BA in Finance and Accounting
Fall 2001 – Spring 2002	Lebanese University, Jal El Dib, Lebanon Attended 1 year in Political Science
Spring 2001	High School of Chekka, Chekka, Lebanon Lebanese Baccalaureate in Economics and Sociology

EXPERIENCE

Nov 2015 – Present Time	D's Holding SAL (Owner of Crepaway Restaurant, Nurai Café) Senior Accountant
Sep 2014 – Sep 2015	Bluebee creation, Kaslik, Lebanon Administration/Accounting Officer
Jan 2012 – April 2014	Soft Flow, Jdeideh, Lebanon Accounting and HR Coordinator
June 2011 – Dec 2011	Taleb Group Ready Mix Concrete, Anfeh, Lebanon Accountant and Office Manager
Oct 2010 – April 2011	Checker Cab Company, Cambridge, Ma, USA Accountant and Office Manager
April 2008 – Sep 2010	Nouria Energy Offshore (based in USA), Anfeh, Lebanon Accountant and Office Manager

June 2006 – July 2006 Fouad Khabbaz Accounting and Auditing, Batroun, Lebanon
Accounting Trainee

Fall 2002 – Fall 2006 American University of Technology, Halat, Lebanon
Assistant in the Dean's Office during on-campus work-study

PROFESSIONAL SKILLS

- Daily Bank Reconciliation, and Working on the Bank Statement of Accounts,
- Auditing Daily and Monthly Restaurant Operations (cash outs, sales exports, transactions report, daily stock count...)
- Working on Inventory Stock and Closing Monthly Physical Count,
- Working on Spot check, Hygiene and food control,
- Issuance of invoices and receipts, and promissory notes,
- Issuing Journal vouchers, receipt vouchers, payment vouchers,
- General ledger operations,
- Administering accounts receivable and accounts payable,
- Following up the collection,
 - Working on the Clients and Suppliers Aging reports,
- Monthly Cash-Flow Report,
- General Journal Records,
- Assisting in VAT Calculation,
- Assisting in Salary Taxes Calculation,
- Rewarding Calculation for Sales and engineers.
- Handling Accounting and Administration Budget
- Management of HR matters (Payroll, NSSF, Income Tax)
- Conducting business follow up calls and demanding results from vendors, partners, and associates
- Knowledge and skills in applying Lebanese accounting principles and practices
- Hard worker, fast learner & motivated
- Ability to work under pressure.
- MS office expert
- Worked with accounting programs: Envoy 5.07 (DATAMAX), Fuel Smart, ADD Energy E3, Great Plains, Quickbooks Pro 2011, Atlas 2011, Softmind (Soft Office)

Handling the HR Department while completing the below responsibilities:

Recruitment and Termination:

- CV Search, filtering, phone screening, interviewing, orientation
- Searching and meeting with different recruitment firms
- Posting jobs in different media
- Preparing and participating in job fairs
- Preparing and finalizing termination files for leaving employees

Personnel and Payroll:

- Preparing and sending daily and monthly Attendance reports
- Handling of all needed NSSF tasks (registration, terminations...)
- Handling of all financial governmental documents
- Handling of Private insurance group needs (registration, terminations...)
- Handling and implementing all employee benefits package
- Preparing overtime and on-duty travel reports
- Preparing and issuing attestations and warnings
- Preparing salaries and transportation reports
- Preparing and sending employee birthday greetings and organizing birthdays events

PERSONAL INTERESTS

Traveling, Swimming, Shopping, and Reading.

REFERENCES

Dori Chami (Finance and Administration Manager at D's Holding Sal): 71/117123

Nicole Younes (Finance and HR Manager at Soft Flow): 03/102802