

LEYA ELIE NAIM

Lebanon, Baabda – Mount Lebanon

November 2, 1998

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SUMMARY

A Self-motivated fresh graduate student with an issued Bachelor degree in Business Administration option Audit and Accounting, and a Double degree Masters of Science in Business Administration degree in progress.

Furthermore, I have an extensive experience in external auditing, accounting and Taxes in addition to the ability of working independently and as a team member to successfully achieve projects goals by using all the professional procedures required..

PROFESSIONAL EXPERIENCE

- August 2016 - Present : External auditor at Elie Farhat's office
 - Visits to the clients (Companies) to do the audit tasks.
 - Data entry operations, NFSS and salary calculation and declaration.
 - Reconciliation statements with the banks, suppliers and clients and analyzing reports.
 - Manipulating different databases and accounting programs on a big variety of activities.
 - Controlling the statements and the gaps by finding the best solution.
 - Coordinating between the accounting department of the companies and the legal department in the VAT, or the ministry of finance.
- Nov 2018- Dec 2018 : Training at" Guangdong Overland Ceramics Co., LTD – Foshan City, China
 - Customer service and marketing department
- November 2018 : Training at "C.I.S. International Impex Co., LTD – Guangzhou City, China
 - Shipping and exporting experience
- October 2018 : Training at" Xuanyu Machinery Technology Co., LTD – Foshan city, China
 - Translating and management job

- April 2018 - Aug2019 : Teaching private lessons
- August 2015 : Training at “B.I.T. Bank sal” – Financial operations

EDUCATION

- Sept 2019- Present : Double degree Masters of Science in Business Administration, option Audit and finance - Université Antonine – Baabda
- June 2019 – Dec 2019 : IFRS certificate from ACCA **score 72%**
- 2016-2019 : Bachelor of Business Administration in Auditing - Université Antonine – Baabda **GPA 3.1/4**
- Sept 2018- Dec 2018 : China Business Immersion Program at International Business College - South China Normal University- China
- 2015-2016 : Baccalaureate II (technique: Accounting and IT)- Collège des frères Mont la Salle – Ain Saadeh

COMPUTER SKILLS

- Microsoft office programs (Excel, Word, and Power point)
- Working on accounting systems (Capital, Capital 2,...), on an auditing system (LIBRA) as well as on the Lebanese Ministry of finance website

LANGUAGES

- Fluently Read, speak and write English
- Fluently Read, speak and write French / Certificate DELF B2
- Read, speak and write Arabic
- Beginner in Chinese

HOBBIES AND INTERESTS

- Old member of “Association des Guide Du Liban” for 12 years
- Reading