

# **CURRICULUM VITAE**

## **PERSONNAL DATA**

First Name : Diala  
Family Name : Khalil  
Middle Name : Toufik  
Place and date of birth : Kuwait, April 8, 1982  
Nationality : Lebanese  
Marital Status : Single  
Address : Jesr El -Bacha, Kennedy Street, Youssef El-Sakr Bldg, 2<sup>nd</sup> flr.  
Mobile :70/93 44 96

## **ACADEMIC BACKGROUND**

Bachelor degree in Business Administration - Emphasis: Accounting at La Sagesse University, Tahwita-Furn El-Chebak.

## **WORK & FIELD EXPERIENCE**

- Accountant at Blue Ocean Petroleum from October 2016 till present.
- Accountant at Heliozid – Part time job from August 2015 till September 2016.
- Accountant at KBE - Naher el Mot from March till June 2014.
- Accounting at Rolls Royce Station Starco Down Town from Aug 2012 till Feb 2014.
- Administrative assistant and Accountant at Zeidan, Nahr El Mott, from October 2011 till July 2012.
- Accountant at Ets. Fouad Khalife & Co. Hadath September 2009 till September 2011.
- Assistant engineer, and Accountant at John MOUFARREJ office, Horch Tabet ,from 2006 to 2009
- Internship at BOB, Horch Tabet Branch, August 2005.

## **LANGUAGES**

Trilingual: English, French & Arabic.

## **COMPUTER SKILLS**

Word, Excel, Power Point.

## **HOBBIES & SOCIAL ACTIVITIES**

- Volunteer in Caritas, Dekwaneh for 2 years successively.
- Luth Instrument and oriental studies in Lebanese National Higher Conservatory of Music, Horsh Tabet.
- Certificate of attendance entitled "The definitive guide to Accounting, Taxes & NSSF" from BFC "Business & Finance Club"
- All Kind of Music, Sports, Reading, Singing.

## **REFERENCES**

Available upon request.