



Elissa Fayad

Audit & Control

ABOUT ME

Seeking a job in an organization where I can pursue my professional career and further enhance my skills, knowledge and experience in the field.

I exercise a high-attention to detail, ensuring accuracy and consistency in my personal performance, collaborative teamwork, and on time completion of all projects.

CONTACT



fayad.elissa@outlook.com



+961 76 456486



Lebanon

SKILLS

Microsoft Office ● ● ● ● ● ●

Data Analysis & Interpretation ● ● ● ● ● ●

Time Management ● ● ● ● ● ●

Team Work ● ● ● ● ● ●

Organizational ● ● ● ● ● ●

LANGUAGES

Professional written and oral
Arabic, English and French

EDUCATION

2017

2019

Saint - Joseph University of Beirut - Huvelin, Masters in comptability, audit and control.

2014

2017

Saint - Joseph University of Beirut - Hezerta, BA in business and management.

1999

2014

Sister of the holy hearts school, Zahle - Rassieh
Baccalaureate SV option.

EXPERIENCE

Jan - May

2017

Part time job at CHAMMAS for accounting and Audit.

- Audited financial transactions.
- Billed and credit processing functions.
- Prepared accounting reports.

Jul - Aug

2016

Internship at CHAMMAS for accounting and Audit.

TRAININGS AND ACTIVITIES

- Attended leadership sessions at Sister of the holy hearts school, Zahle – Rassieh.
- Attended communication skills course at Saint - Joseph University of Beirut -Hezerta.
- Attended Red Cross first aid course at Saint - Joseph University of Beirut- Hezerta.
- Spiritual coordinator Pastoral Saint - Joseph University of Beirut -Hezerta.
- Volunteer at Missionary Group Zahleh :
- Elected as the secretary of the executive team
- Elected as the Treasurer of the executive team
- Organized several summer camps and events, attended trainings in different fields

References and documents available
upon request