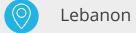


CONTACT







SKILLS

Microsoft Office

Data Analysis
&
Interpretation

Time Management

Team Work

Organizational

LANGUAGES

Professional written and oral Arabic, English and French

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.

EDUCATION

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

2014 Saint - Joseph University of Beirut - Hezerta, BA in business and management.

1999 Sister of the holy hearts school, Zahle - Rassieh Baccalaureate SV option.

EXPERIENCE

Jan - May
Part time job at CHAMMAS for accounting and Audit.
- Audited financial transactions.

- Billed and credit processing functions.

- Prepared accounting reports.

Jul - Aug 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 :

2016

- 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