

Yehya al Dayekh

Beirut, Lebanon

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Education

American University of Beirut (AUB) – Beirut, Lebanon

BBA – Accounting

Sept. 2019 – May 2022

Saint Mary Orthodox College – Beirut, Lebanon

Lebanese Baccalaureate

Emphasis in Life Science (LS)

Honors

Sept 2010 – June 2018

Experience

KPMG – Beirut, Lebanon – Audit Intern

Dec. 2022 – Jan. 2023

- Assisted the department with daily operational tasks
- Performed call overs and roll forwards on clients' financial statements
- Used Microsoft Excel extensively to perform various operations.
- Visited clients with different teams and assisted with tasks

Mersaco – Beirut, Lebanon – Accounting intern

June – Aug. 2021

- Assisted the department with daily operational tasks
- Processed payments and assisted with the payroll management
- Completed balance sheets account reconciliation and conducted cash flow analysis
- Performed account payable functions for company expenses, learned the process of managing vendor accounts.
- Typed letters, memos and reports.

Saint Mary's Orthodox College–Summer camp team leader

June - Aug 2018

- Monitored the proper execution of team-oriented activities
- Coordinated with camp manager on requirements and daily activities
- Monitored the attendance of the camp participants
- Ensured the safe transportation of participants to and from the summer camp site

Extracurricular

Volunteer- American University of Beirut Medical Center, Beirut, Lebanon

June - Aug. 2016

- Provided coverage of the front desk reception area; directed guests, vendors and callers appropriately.
- Monitored visitors and documented their entry and departure.
- Relayed patient and family requests to appropriate staff members.

Head Volunteer –Ibad Organization, Beirut, Lebanon

Jan.2016 - July 2018

- Supervised a team of 25 working on packaging and distributing well care products and packages for the under-privileged
- Audited the process of donations and reported to the senior management
- Planned multiple presentations in public schools promoting charity work

Volunteer - SAID NGO – Beirut, Lebanon

Aug. 2018 - present

- Planned and delivered multiple presentations and campaigns regarding raising awareness for colon cancer.
- Helped design social media posts and organize events in schools, universities, and municipalities.

Player – AUB futsal Varsity Team, Beirut, Lebanon

Aug. 2018 - May 2022

Skills

Languages

- English and Arabic (Fluently).

Computer

- Microsoft Office (Word, Power Point and Excel).