



Layaly Dagher

Professional Goal

I aim to attain an engaging position in the Business field, where I can grow professionally and personally, and establish my abilities and capacities to serve the company or the organization's purpose,

Personal Information

Mobile:

0096171766840

Email:

layalydaghero@gmail.com

Linkedin:

linkedin.com/in/layaly-dagherb649391a9

Address:

Beirut - Lebanon

Citizenship:

Lebanese

Date of birth:

July 4, 1996

Work Experience

Database Administrator/Junior Accountant

Tripoli - Lebanon| August 2020 - February 2021/Atika Expo Store

- Updated financial data in databases to ensure that information will be accurate and immediately available when needed.
- Provided complete and accurate reports.
- Collected and arranged financial information and entered details into financial management system.
- Assisted with payroll administration

Administrative Secretary

Tripoli - Lebanon| January 2017 - Septembre 2017/Bahsas Car Service

- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.

Academic History

Lebanese University- faculty of economics and business administration

Master's degree | Accounting and Auditing

Starting Date : Oct 2020

Expected Graduation Date : Sep2021

Bachelor's degree| Accounting and Auditing

Starting Date : Sep 2015

Graduation Date : June2020

Lebanese university -faculty of literatures and humanities

Majored for one year in English Literature

Starting date : Sep 2016

Ending Date : June2017

Skills

Computer Skills :

- MS Office : Word, Excel, PowerPoint

-software program ;
Certification from BLSC Centre

Additional Skills :

Integrity
High level of numeracy
Attention to detail

Languages

Arabic : Native Tongue

English : Full Professional Proficiency

French : Intermediate Working Proficiency