

Salah Aldin Syala

Beirut, Lebanon 

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Syala@live.ca 

02 September 1992 

Highly organized with exceptional multitasking skills and the ability to prioritize tasks efficiently and effectively; It comes with expert knowledge of data entry and archiving. Excellent influencing skills and the ability to communicate with different personalities in a professional and positive manner. I'm highly motivated, capable to work under pressure with good communication and leadership skills.

Skills

- Presentation Skills
 - Proficient with Workday
 - Excellent Time Management Skills
 - Adaptability
 - Ability to work under Pressure
 - Numerical Competence
 - Accuracy
 - Decision Making
 - Conflict Management
 - Public Speaking
 - Data Analytics
 - Attention to Details
 - Computer Skills (Word, Excel, PowerPoint & Outlook)
 - Accounting Software
 - Teamwork
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Education

OCTOBER 2020 - CURRENT

- **Masters Of Business Administration in Finance / Lebanese International University (LIU).**

OCTOBER 2016 - AUGUST 2020

- **Bachelor of Business Administration in Banking & Finance / Lebanese International University (LIU).**

June 2011

- **Baccalauriate in Sociology & Economy / Shakib Arslan High School (Frensh).**
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Experience

SEPTEMBER 2017 – APRIL 2020

❖ **Accountant / ARC Architecture & Contracting Mar Elias, Beirut-LB**

➤ Responsibilities :

- Post & process journal entries to ensure all business transactions are recorded.
- Track & monitor Receivables & Payables.
- Issue & prepare invoices.
- Assist in the processing of balance sheet, income statement & other financial statements.
- Support senior accountants, ensure that all informations are accurate.
- Update financial data in a timely manner.

MARCH 2013 – MAY 2017

❖ **Cashier & Operator/ Assi Restaurant Verdun, Beirut-LB**

➤ Responsibilities :

- Issue bills, refunds, credits or change due to customers.
- Receive payments by cash, check, credit cards, vouchers or automatic debits.
- Process all exchange and refunds.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Sort, count and wrap currency and coins.
- Count the total money in the cash, and make sure it matches with the sales total in the system.
- Responsible of the tips.
- Keep periodic balance sheets of amounts and numbers of transactions, compute and record totals of transactions.
- Redeem food stamps and coupons.

OCT 2012 – MARCH 2013

❖ **Cashier & Operator / Al Safadi Restaurant Malla, Beirut-LB**

MAY 2010 – SEPTEMBER 2011

❖ **Cashier / Al Mukhtar-DT Down Town, Beirut-LB**

JAN 2009 – MARCH 2010

❖ **Cashier & Operator / Al Safadi Restaurant Hamra, Beirut-LB**

Languages

- ❖ Arabic : Native Language
- ❖ English : Fluent in Writing, Speaking & understanding.
- ❖ French : Intermediate in Writing, Speaking & Understanding.

References

Can be supplied upon request.

Available Upon Request