
Elio Kabalan Seif

Address: **Lebanon, Mount Lebanon, Zouk Mikael, Khandak Street.**
Date & Place of Birth: **20 February 2000, Beirut, Lebanon**
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EDUCATION

- 2021 – Present: **Lebanese University** – Faculty of Economics and Business Administration Karm el Zeytoun – Ashrafieh, Beirut
Masters in Audit
- 2018 - 2021: **Lebanese University** – Faculty of Economics and Business Administration Karm el Zeytoun – Ashrafieh, Beirut
Bachelor in Audit
- 2018 -Present: **Lebanese University** – Faculty of Economics and Business Administration Karm el Zeytoun – Ashrafieh, Beirut
Bachelor in Information Technology
- 2017 - 2018: **Collège des Sœurs des Saints Cœurs Kfarhabab Ghazir**
Lebanese Baccalaureate in Economics and Social Sciences

EXPERIENCE

Fares Saadeh Audit Firm January 2022 – Present

- **Internship (January 2022 – February 2022)**
- **Junior Accountant (February 2022 – Present)**
- Computing the day to day operations in the full spectrum of accounting services including accounts payables, accounts receivables, applications of cash receipts and swift transfers, invoicing & purchase orders, billing accounts reconciliation, monthly bank and petty cash reconciliation, forecasting, monthly payroll.
- Filling of VAT, Tax on salaries and corporate tax declaration reports.
- Training Interns

BI Arabiya August 2020 – January 2022

- **Video Editor**

ICS August 2020 – July 2021

- **Video Editor**

EKSPIX – since 2019

- Photography account on Instagram targeting nature lovers, capturing the world's most beautiful landscapes and sunsets.
- Editing is performed using Photoshop CC 2022.
- Growing and promising page, with tons of repost requests sent by the hour.

- Page's link: www.instagram.com/ekspix

Super colo – SSCC Kfarhabab summer camp of 2018 *Summer camp monitor*

- Looking after children aged between 4 and 8 years old.
- Taking pictures, safeguarding their memories and editing them for the camp portfolio.

SKILLS

Microsoft	<ul style="list-style-type: none"> • <i>Word</i> • <i>Excel</i> 	<ul style="list-style-type: none"> • <i>PowerPoint</i> • <i>Access</i>
Coding	<ul style="list-style-type: none"> • <i>Javascript</i> • <i>HTML</i> • <i>CSS</i> 	<ul style="list-style-type: none"> • <i>ReactJs</i> • <i>pHp</i> • <i>SQL</i>
Adobe	<ul style="list-style-type: none"> • <i>Photoshop</i> • <i>Premiere</i> • <i>After Effects</i> • <i>Illustrator</i> 	<ul style="list-style-type: none"> ➔ Level: Professional - Self Taught & Online ➔ Level: Professional - Self Taught & Online ➔ Level: Intermediate - Self Taught & Online ➔ Level: Intermediate - Self Taught & Online

LANGUAGES *based on the CEFRL scale*

Language	Level	Passive	Spoken	Written
Arabic	Mother tongue	C2	C2	C1
French	<i>Advanced</i>	C2	C2	C1
English	<i>Advanced</i>	C2	C2	C1

**From A1 beginner to C2 proficient.*

KEY QUALIFICATIONS

- **Adaptability**
- **Ability to work under stress**
- **Team work**
- **Creativity**
- **Time management**
- **Willingness to learn**
- **Critical Thinking**
- **Multitasking**

REFERENCES

Any additional reference will be provided upon request.