

# Darwich Sayf El Din *Accounting/ Finance Tutor*

✉ seifdarwich835@gmail.com

☎ +96176905804

📍 Beirut, Lebanon

🚩 Lebanese

## Profile

Qualified Accountant and Finance Tutor with strong expertise in financial reporting, budgeting, and accounting principles. Skilled at explaining complex finance topics in a clear, student-friendly way. Committed to helping learners succeed through practical, focused teaching.

## Professional Experience

2020 – Present  
Jiyeh, Lebanon

### Customer Service Attendant – Hospitality Sector

Orchid Beach & Resort

- Delivered exceptional food and beverage service to guests in beachfront cabanas, poolside lounges, and open-air dining areas at a high-end coastal resort.
- Provided personalized recommendations on tropical cocktails, fresh seafood dishes, and daily specials to enhance the guest experience.
- Ensured timely and accurate delivery of orders while maintaining a calm, friendly demeanor in a fast-paced outdoor environment.
- Collaborated closely with chefs, bartenders, and guest services staff to ensure smooth operations and consistent customer satisfaction.
- Trained and supported new team members, promoting a team-oriented and guest-focused culture.

06/2022 – 09/2024  
Beirut, Lebanon

### Dermalife Center LB

- Managed daily financial transactions and prepared monthly reports
- Handled payroll, supplier payments, and client invoicing
- Monitored inventory costs and clinic expenses
- Ensured tax compliance and accurate VAT filing
- Supported budgeting and cost control to improve financial efficiency

01/2022 – 05/2022  
Barja, Lebanon

### Accounting Training for Sophomore Students

Ijtima3iya

- Actively supported community outreach efforts through hands-on involvement in local projects.
- Helped coordinate and execute initiatives that benefited over **Ijtima3iya** community members.
- Contributed to planning and logistics of multiple events aimed at social impact and engagement.
- Played a key role in increasing community participation and awareness through direct support.

01/2018 – 01/2020  
Saida, Lebanon

### Children Monitor and Activity Instuctor

Hewayet Activity center

- Planned and facilitated dynamic summer camps, creating enjoyable and meaningful experiences for children.
- Strengthened communication skills by building a welcoming and encouraging atmosphere for all participants.
- Effectively executed and oversaw engaging programs that received positive feedback from both children and parents.

09/2019 – 09/2019  
Lebanon

### Group Instructor - Drug Abuse Awareness Program

Group Instructor

- Organized and delivered an educational campaign on drug abuse prevention for high school students.
- Facilitated interactive sessions promoting open discussion and informed choices.
- Achieved broad student engagement through impactful messaging and outreach efforts.

## Skills

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### Accounting & Finance Skills

- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Budgeting & Forecasting
- Inventory Cost Management
- Tax Preparation & VAT Filing (Lebanese Tax System)
- Cash Flow Management
- Cost Control & Expense Monitoring

### Technical Skills

- Microsoft Excel (advanced functions, pivot tables)
- Accounting Software (e.g., QuickBooks, Sage, or similar)
- Point of Sale (POS) System Familiarity
- Data Entry Accuracy

### Soft Skills

- Attention to Detail
- Time Management
- Problem Solving
- Confidentiality & Integrity
- Strong Communication Skills
- Ability to Work Independently
- Team Collaboration

## Courses

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02/2024 – 07/2024  
Beirut, Lebanon

### Level 5 Holding

Training Accounting

- Gained practical experience in filing, reviewing account statements, and managing procurement processes.
- Proficient in Dolphin accounting software.
- Skilled in effective communication with clients, suppliers, and banks.

## Education

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01/2020 – 01/2024  
Mechref, Lebanon

### Bachelor's Degree in Banking and Finance

Rafik Hariri University

2005 – 2020  
Saïda, Lebanon

### Lebanese Baccalaureate

Houssam Eddine-Hariri High School

## Languages

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### Arabic

- Native

### French

- Fluent

### English

- Proficient

## Organisations

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06/2023 – 01/2024  
Saïda, Lebanon

### DPNA

Volunteer Specialist

- Support community outreach and awareness campaigns.
- Assist with administrative duties and event planning.

- Help run educational or training programs.
- Participate in fundraising and social media activities.
- Engage in fieldwork and direct community support.

04/2019 – 05/2021  
Beirut, Lebanon

**Red Cross**

Volunteer

- Help with community education and awareness programs
- Offer administrative and logistical assistance