

LAYAL T. ITANI

Gender: Female
Status: Married, 2 kids
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Quraitem Street. Ras
Beirut, Lebanon

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OBJECTIVE

Senior Accountant position in major international company with long-term career potential for advancement & growth.

WORK EXPERIENCE

February 2017 – July 2025 **Accountant & Admin Assistant /Office Coordinator/
Human resources**

Kashida Offshore SAL 8 years 6 months
An e-learning company targeting the enhancement of all level education. Beirut, Lebanon

Responsibilities include performing the following:

Finance Responsibilities:

- Preparing Sales Invoices / Book Keeping / filing
- Preparing monthly journal reports
- Maintaining and reconciling balance sheet and general ledger accounts
- Preparing Bank reconciliations
- Preparing financial analyses and reports
- Assisting with annual audit preparations and with preparing & monitoring budgets
- Performing other accounting duties and supporting junior staff as required or assigned

HR Responsibilities:

- Maintaining employee records and paperwork
- Provide counseling and support on policies and procedures
- Adhere to Laws and Regulations

Admin & Other Responsibilities:

- Sharing designers in Quality Assurance for their projects
- Plan and organize events and workshops

January 2010 – March 2014 **Junior Accountant & Assistant GM/Purchasing Director
/ Freight Coordinator** 4 years 3 months

Middle East Medical Services Co. Beirut, Lebanon

A company deals with pharmaceutical and paramedical supplies.

Responsibilities include performing the following:

- Balancing of clients accounts
- Preparing Sales Invoices / Book Keeping
- Ensuring incoming revenues are handled in a timely manner
- Preparing monthly journal reports on company Expenses/Revenues
- Preparing purchase orders/bids documents
- Creating highly effective organizational and filing systems, including quick and thorough indexing, resulting in easy access to critical information and streamlined office functioning
- Taking care of telephone inquiries and managed all written correspondence
- Keeping watch on correspondence via post and mail

- Secures financial info and completes database backups
- Handling shipping schedules and offers
- Preparing LC s and Banks' transfers
- Maintaining & updating websites & internal database

September 2009–November 2009 **Trainee**

TAHA HASHASH ACCOUNTING OFFICE

3 months

Beirut, Lebanon

Responsibilities include performing the following:

- Data Entry
- Audit transactions
- Preparing VAT, Salary, & Wages Declarations

October 2008–June 2009 **Private Teacher**

Beirut, Lebanon

Responsibilities include performing the following:

- Tutored subjects; Math, science, & English for grade3+4
- Prepare lessons, making them as interesting as possible
- Research info to ensure the knowledge they impart is current
- Help the child develop his/her own potential

EDUCATION

2007–2011 **Commerce & Business Administration Student**

- *BEIRUT ARAB UNIVERSIY (B.A.U)*

Beirut, Lebanon

2002–2007 **High school Student**

- *ZAHIA KADDOURA HIGH SCHOOL FOR GIRLS*

Beirut, Lebanon

ADDITIONAL EDUCATION

Certified Public Accountant Program

Studied at **Business & Finance Club**

Beirut, Lebanon

Professional Preparatory Gleim Program for the four divisions:

Business ; Finance; Auditing; Regulation

CERTIFICATIONS

BEE BUSINESS SOLUTION-THE SPECIALIZED SOFTWARE FOR ACCOUNTANT
(JULY2010-AUGUST2010) **BAU IN AFFILIATION WITH ACI LTD.**

HARD SKILLS

- Microsoft Office, Internet
- Accounting Software: Software Group System
- Accounting Softwares: E.D.M, Link, and Quickbooks
- Stock software : E.D.M

SOFT SKILLS

- Capable of working under pressure - Active Listening
- Meet deadlines as scheduled - Communication Skills
- Team work capability - Flexibility
- Time Management

COMMUNICATION SKILLS

- Arabic – Native Language
- English – Excellent Spoken and written
- French - Little Knowledge Spoken and written

HOBBIES

Swimming, Reading, Traveling, Shopping, Photography, Zumba Dancing, Playing Piano

REFERNCES

Mr. Rashed Saab – General Manager - ☎ 00961-3-248478
Mrs. Majeda Rifai– Managing Partner - ☎ 00961-3-600139
Mrs. Raneem Mourad – Managing Director ✉ Raneem@kashida-learning.com ☎ 00961-1-392284