

# SOHAYLA NAJIB

Lebanon

 03 323 162

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## PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with over 3 years of experience in data entry and administrative support within a family-owned auto repair business. Strong background in record management, organization, and accuracy. Highly motivated to contribute skills, effort, and commitment to support business growth and operational efficiency.

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## WORK EXPERIENCE

### **Data Entry Clerk – Najib Auto Repair (Family Business)**

Lebanon

More than 3 years

- Performed accurate data entry for invoices, customer records, and service details.
- Organized and maintained digital and manual records.
- Supported daily administrative and operational tasks.
- Contributed personal effort and initiative to help develop the family business.
- Assisted my father and brother in improving workflow efficiency and organization.
- Demonstrated strong responsibility, confidentiality, and attention to detail.

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# EDUCATION

Bachelor's Degree in Management Information Systems (MIS)

Lebanese International University (LIU)

Expected Graduation: 2025–2026

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# SKILLS

## Administrative & Accounting Skills

- Data Entry
- Record Keeping
- Basic Accounting Knowledge
- Invoicing
- Accounts Organization
- Confidentiality

## Technical Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Basic SQL
- Basic Python

## Soft Skills

- Attention to Detail
- Time Management
- Teamwork
- Responsibility
- Organization
- Strong Work Ethic

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## LANGUAGES

- Arabic: Native
- English: Good

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