



SOHAYLA NAJIB

Lebanon

 03 323 162

 najibsoula5@gmail.com

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.

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

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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