Maya Mohsen Youssef

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Delbani Tower 4st floor, Sodeco, Beirut, Lebanon

**Personal Information**

Marital Status: Single

Nationality: Lebanese

Date of birth: October 10, 1991

**Objective**

A professional individual with excellent organizational and interpersonal skills wishing to secure and attain a high position in the field of business by hard work, full dedication and loyalty toward your prospering company. Ideal candidate for a position requiring drive, initiative and responsibility.

**Educational Background**

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| 2012-2014 | Masters in audit and accountingUniversité Saint-Joseph, Beirut, Lebanon |
| 2009-2012 | Bachelor Degree in Business Management Université Saint-Joseph, Beirut, Lebanon |
| 2008-2009 | Lebanese Baccalaureate (life science section)Lycée national, Sour, Lebanon |

**Internships Experience**

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| June-August 2014  | **Group Internal Audit, Bank Audi, Beirut, Lebanon**Internal Audit basis.Retail Audit and Credit Audit: the steps and phases of the conduct of their missions.Branches Audit : audit on counter activity ( cash, ATM, fiscal stamps, banker’s checks, unused saving passbooks and deposit certificates), audit on checks administration (client checkbook and checkbook receipt), audit on customer service activity ( active accounts, closed accounts, bank certificates), Anti-money laundering process (KYC), Audit on Bills. |
| September-October 2012  | **Al Nawras Accounting and Auditing, Msharafieh, Lebanon**Accounting basis, data entry, journal and ledger entries of cash and check payments, purchases, expenses…  |
| June-July 2011  | **Bank Of Beirut, Sour, Lebanon****Teller:** Cash Operations, Checks Operations, Transfers and exchange operations, Insurance payment, Tuition fees….**CSO:** Types of account, products, loans. |

**Skills**

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| Personal SkillsComputer Skills | Fast learner, excellent research skills, team member, dynamic personality, integrity and trustworthy.Extensive usage of: Microsoft office (Word, Excel, Power Point, Access…)  |
| Languages | Arabic: Mother tongueFrench: Fluently written, spoken, and readEnglish: Third languageSpanish: Basic conversation  |

**Interests and activities**

Swimming, watching social programs, meeting new people

**References**

Available upon request