Maya Mohsen Youssef

03-525830 / 01- 655246

[maya.youssef@live.com](mailto:zeina.zohbi@hotmail.com)

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**

|  |  |
| --- | --- |
| 2012-2014 | Masters in audit and accounting  Université 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**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| Personal Skills  Computer 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 tongue  French: Fluently written, spoken, and read  English: Third language  Spanish: Basic conversation |

**Interests and activities**

Swimming, watching social programs, meeting new people

**References**

Available upon request