



Farah Fayad Daou

Personal Information

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Objective

Seeking an entry-level position in a well-established company to apply my knowledge and enhance my experience.

Work Experience

2015 (2 months)

Accountant at YaraPlast - Lebanon

- ☐ Reviewed and processed invoices
- ☐ Assisted with internal auditing control
- ☐ Assisted in reporting payrolls
- ☐ Effectively interacted with buyers in resolving purchase order issues
- ☐ Generated financial reports

2010 - 2012

Accountant at Nasr Zinco Presse - Lebanon

- ☐ Prepared accounting entries
- ☐ Bank reconciliation, Ledger entries
- ☐ Made entries of invoices
- ☐ Reviewed and corrected accounting entries
- ☐ Generated financial reports

2009 - 2010

Accountant at AL AYAD Company - Lebanon

- ☐ Maintaining basic accounts, book keeping
- ☐ Reconciliation of Bank statements
- ☐ Ledger entries, journal entries
- ☐ Invoice entries
- ☐ Prepared and analysed financial statements

Certifications & Education

☐ MUBS, Damour - Fall 2015 Graduate

- *BS Business Administration, GPA 3.2 (French section)*
- *Currently studying my Master degree in Business Administration (Program in association with Université de Picardie - Jules Verne)*

☐ Training Certificate

AUDIT ACC company 2013

- *Training for two months at AUDIT ACC company- Bakaata, El- Shouf, section accounting, under the supervision of Mr.WALID BOU KHAYR*

Skills

- ☐ Perfect verbal and written Communication skills
- ☐ Computer skills - Excellent use of computer programs

Languages

- ☐ Arabic (Mother tongue)
- ☐ French (Excellent/fluent)
- ☐ English (Good)

References available upon request