## Layal Ghattas Boutros

Date of Birth :13-09-1986

Status: Married

Nationality: Lebanese – Canadian

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# Accounting and administration

**Education**

* College Notre dame des Apotres – Rawda – Lebanon

Lebanese Baccalaureate- June 2004

* Public Relation and commercial , Bridgewater university – Canada

September 2005-2007

* IELTS (International English language test ) Canada
* Amadeus Basic functionality & ticketing course
* Customer relationship Management training at Apave Liban
* Introduction to ISO Generic standards training session @ Apave Liban
* RD group course for the FOCUS modules (ticketing-tours-accounting)
* Galileo smart document production course

**Work history**

* 2013- present: accountant @ Rio travel & tourism Baabda
* 2012-2013: coordinator for the inspection division @ Apave Liban
* 2012-2013 : responsible for the water wells applications and finance @ Apave Liban
* 2011-2012: coordinator and personal assistant for Cobaty Liban
* 2011- 2013 : Operations Assistant for Rotary club Sahel El Metn
* 2010-2011 : owner for parfumerie Boutros - Sabtieh
* 2009-2010 : Administrative and logistic officer (financial & sales department) at Cedars International school - Lebanon
* 2009-2010: Coordinator and personal assistant at A+ Tutoring center Fanar
* 2006-2008: Sales and account manager at Main street kwickway Liverpool N.S -Canada

**Skills:**

Languages: English, French, Arabic

Computer Skills: Microsoft office, Internet , Focus TA

ISO 9001