##### Personal Profile

* Name: Mayssa Al Dahabi
* Birth Date : 15 April 1990
* Nationality: Lebanese
* Sex: Female
* Marital status: Married
* Address: Tripoli - North Lebanon
* Phone: 00961 70402556
* Email: [mayssa\_dahabi@hotmail.com](mailto:mayssa_dahabi@hotmail.com)

**EDUCATION**

**2016:** Maters’s degree in Business Administration – Accounting & Finance.

Faculty of Economics science & Business administration, Lebanese University – Tripoli branch.

**2012:** Bachelor in Business Administration – Accounting & Finance.

Faculty of Economics science & Business administration, Lebanese University – Tripoli branch.

**2008**: Bacc "G.S" at Rawdat El-Fayhaa secondary school – Tripoli, Lebanon.

**WORK EXPERIENCE**

**Accountant & Administrative Assistant from February 2013 till now**

Megabrand SARL, Advertising Company, Tripoli – Lebanon.

### TRAINING AND DEVELOPMENT

**Training program** atBanque du Liban – Tripoli branch, Lebanon

From the 4th till the 29th of July 2011

### TECHNICAL SKILLS

Accounting systems: - Daisy software.

* Dolphin software.

Computer Literacy: Microsoft Office (Word, Excel, Power point).

**SKILLS FROM MY CURRENT WORK**

* Prepare daily journal & make accounting entries (vouchers), with accurate account number on the accounting software for all financial transactions.
* Edit and perform daily checks on the accounting statements.
* Update & Maintain the petty cash transactions, including writing receipts, preparing payment request forms.
* Administer day-to-day administrative activities.
* Supervise the incoming and outgoing receipts of pay slips and any kind of printed accounting documents to maintain the accounting books.
* Input accounting data in a precise manner.
* Perform bank reconciliations on a monthly basis.
* Classify supporting documents in an organized manner for easy retrieval.
* Meet the needs of persons in charge of (statements of accounts, etc.).
* Update the cash and bank books in the system.
* Prepare and review all the daily financial transactions (Prepare payment orders, checks and corresponding E-Vouchers).
* Prepare all accounting reports, VAT, salary, tax declarations, social security schedules in coordination with external auditors.
* Prepare the payment of taxes within legal datelines.
* Responsible for filing accounting documents:
* Organizes financial documents and their annexes.
* Prepares documents for audits.
* Organizes the scanning of documents.
* Archives mission financial documents.
* Organize all hard copy payment vouchers, petty cash vouchers, receipts, timesheets, quotations, purchase orders, etc…
* Ensure that staff payroll administration is verified for accuracy.
* Book travel arrangements.
* Answer phone calls and plan meetings.

**PERSONEL SKILLS**

* Good time-management skills
* Adaptable individual.
* Excellent office administration skills.
* Reliable and responsible.
* Excellent interpersonal skills.
* Spirit of Commitment
* Sense of Ethics
* Ability to work under pressure
* Patient
* Organized and methodical
* Analytical
* Reliable and Confidential

**LANGUAGES**

* Arabic: Mother Tongue, Fluent reading, writing and speaking.
* French: Fluent reading, writing and speaking
* English: Fluent reading

Good in writing and speaking

**INTERESTS**

* Shopping
* Playing volley ball
* Horse riding

**References available upon request**