

Elissa Abyad

Mazraat Yachouh , Lebanon

elissa.abiyad@gmail.com – 70/411547

Personal Information

Date of Birth: 17th march 1996

Marital Status: Single

I'm getting my bachelor degree this June 2017 in business and management and I'm interested in continuing my major in accounting/auditing and work in it as well. I can work with a team easily, in addition I put all my effort to complete my tasks.

Formation

2014-2017 **Saint Joseph University**
Bachelor in Business and Management
Average: 12.15/20

1999-2014 **Collège des Sœurs du Rosaire- Cornet el Hamra**

Professional Experiences

July2016-September2016	Bou Zayan Marwan & Co. audit firm Intern as an assistant accountant
------------------------	---

Languages

Arabic: Excellent

English: Excellent

French: Excellent

Data-processing knowledge

Microsoft office (Word, Excel, Power Point, Access)

Programs (Dolphin)

Internet explorer

Interests

Reading books, swimming, music.

Extra Professional Skills

- Reconciliations of bank accounts
- Preparation of audit reports and financial reports.
- Preparation of VAT returns, tax on salaries, CNSS.
- Input on <Dolphin> accounting program.

References available upon request