

Murielle Haissam Layous

E-mail: muriellelayous@hotmail.com

Mobile: 00961-3-159035

Address: Achrafieh, Beirut, Lebanon

Date of Birth: 19 December 1986

Nationality: Lebanese

Marital Status: Single

Personal Summary and Objective:

A confident, multi-skilled and capable assistant accountant with knowledge accounting procedures. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of accounting procedures.

Now looking for a new and challenging position, one which will make best use of my existing skills and experience & also further my development

Professional Experience:

- **August 2013 - December 2017 :Accountant at Oceanair Consolidators SARL**

Prepare assets, liability and capital account entries by compiling and analyzing account information
Documents financial transactions by entering account information
Recommends financial actions by analyzing accounting options
Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
Maintains accounting controls by preparing and recommending policies and procedures
Guides accounting staff by coordinating activities and answering questions
Secures financial information by completing data base backups
Maintains financial security by following internal controls
Prepare payments by verifying documentation (account payables)
Follow up customers accounts (account receivables)
Ensure all financial reporting deadlines are met providing daily cash position
Prepare legal documents such as VAT declaration, salary tax and NSSF

- **September 2012 –June 2013 :Junior accountant at Light box Professional**

Preparation and control of daily and monthly accounts payable and receivable, cash operation, and monitoring the collections of past due amounts
Preparation and reconciliation of the suppliers' statement of account (local and foreign)
Preparation of banks' reconciliation
Preparation of sales, delivery, reception and return invoices
Preparation of sales, receivables, payables, suppliers and stock reports
Preparation and control of stocks and inventories situations (FIFO, LIFO)

- **November 2011- September 2012: Junior accountant at Wise Insurance Services**

Preparation and control of daily and monthly accounts payable and receivable, cash operation, and monitoring the collections of past due amounts.
Preparation and reconciliation of the suppliers' statement of account (local and foreign)

Preparation of banks' reconciliation
Monitoring and revising the weekly banks and outflow situation
Preparation and control of all payments (cash and cheques)

- **January 2010-April 2010: trainee at Allianz Insurance Hazmieh**

Find out prospective about customers/clients and new target segment and penetrate sales in areas.
Take participation in trade shows,exhibitions,networking with local companies and clients to promote the product(insurance policy)

- **June 2008-September 2008: training at Banque Libano-Francaise Jounieh**

I worked as a teller handling all kind of operations(checks,money,transfer,cash..etc)
I worked in the retail department handling all kind of cards(credit and debit),letters of guarantee and all kind of loans.

Education:

2009-2011: Master in banking and finance at Saint Joseph University, Beirut, Lebanon.

2006-2009: BA-Business management, USJ, Beirut, Lebanon.

2006: French Baccalaureate in Eco Socio Studies. Lycée Français, Nahr Ibrahim, Lebanon

IT Skills:

- Windows OS
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel

Hobbies:

- Traveling
- Camping
- Rafting
- Bowling
- Reading

Languages:

- Arabic: spoken
- French: fluent, written & spoken
- English: fluent, written& spoken
- Spanish: moderate

References:

References are available upon request.