# Curriculum Vitae

**Personal Information:**

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| --- | --- | --- |
| **FAMILY NAME** | **:** | **KFOURY** |
| **FIRST NAME** | **:** | **DIALA** |
| **FATHER’S NAME** | **:** | **PIERRE** |
| **NATIONALITY** | **:** | **LEBANESE** |
| **DATE OF BIRTH** | **:** | **15/12/1978** |
| **PLACE OF BIRTH** | **:** | **WATA EL MROUJ-METN** |
| **MARITAL STATUS** | **:** | **MARRIED** |
| **ADDRESS** | **:** | **DOUWAR AL METEN** |
| **MOBILE NUMBER** | **:** | **03/341673** |

**Educational Background :**

**1995-1998 : Completed License Degree in social sciences**

**“Lebanese University”-Lebanon**

**Professional Experience :**

***October 1997 till june 1998***

***-ST JOSEPH SCHOOL (Mtein)***

***\*Nursery teacher***

**May 1999 till December 2010**

**-AOUN FOOD COMPANY (Mazraat Yachouh)**

**\*Handling all the accounting procedure by making all the necessary transactions (invoices, credit notes, issuing cheques, receiving cheques…).**

**\*Making all the necessary reconciliation with suppliers, clients & bank statements.**

**\*Preparing and submitting the VAT every 3 months.**

**\*Handling all the necessary documentation for exporting & importing.**

**Proficiency in Languages :**

**Fluent in Arabic, French and English (read, written and spoken)**

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**Personal Skills:**

**Computer Knowledge: Microsoft Office (Outlook, Explorer, Ms Word, MS Excel)-icp(accounting program)**

**Internet**

**Typewriting**

**Hobbies:**

## Sports and Reading

**References :**

**Upon request**

**Looking forward to hear from you soon.**

**Diala Kfoury**

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