



Curriculum Vitae

Personal Information

Surname:	Massri	Date of Birth:	February 3.1986
First Name:	Dina	Place of Birth:	Tripoli
Middle Name:	Farhan	Gender:	Female
Nationality:	Lebanese	Marital Status:	Married
Permanent Address:			
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Objective

To find a job that satisfies my expectations in a field like managerial work that has such a growing importance these days. To have the opportunity to exploit the things I have learned and to improve my knowledge by doing something that can represent a real challenge and makes use of my skills.

Educational Background

2007-2009	B.A (Business Administration) Major: Accounting Arts and Technology University of Lebanon –A.U. L– Tripoli – Lebanon
2006-2007	T. S. (Technical superior) Major: accountant expert Industrial Technical Institute – Quebbeh – Tripoli
2003-2004	B. T. (Technical Baccalaureate) Major: informatics Rawdet l zaytoun Institute – Abou Samra – Tripoli

1998-1999

Lebanese Brevet
Sainte Famille – Tripoli – Lebanon

Languages

- **ARABIC:** MOTHER TONGUE
- **ENGLISH:** VERY GOOD (WRITTEN AND SPOKEN)
- **FRENCH:** GOOD (WRITTEN AND SPOKEN)

Computer Skills

Software: Microsoft Office 2003-2007-2010-2016
Softwave (accounting system)
Internet use
Entreprise System Manager (HR system)
Icare
Adam

Personal Skills

- Good public relation
- Patience and sympathy
- High motivation
- Communication skills
- Leadership skills
- Team work spirit

Professional Skills

- Schedule Control, multitasking
- Performance assessment
- Correspondence
- Training ability
- Experience in Office work and management
- Ability to adapt to various situations
- Organized, team player and a great objections handler
- Ability to communicate to achieve exceptional business performance ☐
- Persistence and flexibility

Experience

2005	Nabil Ghannam office for auditing Main duties: Taxes, Balances...
2007	Walid kayyal office for auditing Main duties: Taxes, Balances, VAT.....
2009-2010	Imad Badaoui company Main duties: Bank flows, balances, billing... (duties of an accountant & manager)
2010-2010	Jana Trading Main duties: Bank flows, balances, billing, TVA... (duties of accounting & management & marketing)
2011-2012	Azm Educational Campus Main duties: Front office, central, warehouse keeper ..
2012-2023	Azm Educational Campus Main duties: Administrative assistant, logistics, procurement.
2024-present	جمعية الخدمات الاجتماعية-مستشفى دار المسنين والتأهيل Main duties: Accounting, balances, billing

Extracurricular Activities

Reading, Internet, Music and Sports (all kinds).

References

Mr. Nabil Ghannam ,auditor
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Mr.Walid Kayal,auditor
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Mr. Imad Badaoui
(Off. Phone:+961-6-433887)

Dr.Nahed Mouazzen
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Social Services Medical center
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