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## **Dima Saiid Abdul Hay**

### Curriculum Vitae (CV)

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2<sup>nd</sup> floor, Garden View bldg., Achier El-Daya str., Dam w Farez,  
Tripoli, North Lebanon, Lebanon

- Phone: 06 41 21 34
- Mobile: 03 10 84 93
- E-Mail: dima\_abdulhay@hotmail.com

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### **Personal Details**

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Title: Miss

First name: Dima

Second name: Saiid

Third name: Abdul Hay

Gender: Female

Nationality: Lebanese

Birthdate: 1/1/1985

Birthplace: Tripoli, North Lebanon, Lebanon

Marital Status: Single

Blood type: A+

Hobbies: Basketball, Swimming, Zumba and Oriental Dancing, Writing

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### **Objective**

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To have a challenging post where I can improve my skills and put into practice my knowledge and experience in order to add value to your well-esteemed university.

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### **Employment**

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#### **Lecturer**

2016 - Present

#### **Arts, Sciences and Technology University in Lebanon (AUL)**

Faculty of Business Administration

Tripoli, Lebanon

- Advanced Accounting
- Tax Accounting
- Intermediate Accounting

#### **Lecturer**

2014 - Present

#### **Lebanese University (LU)**

Faculty of Business Administration

Tripoli, Lebanon

- Financial Management
- Financial Markets

**Lecturer**

2014 - Present

**University of Tripoli (UOT)**

Faculty of Business Administration  
Tripoli, Lebanon

- Managerial Accounting
- Taxation
- Accounting Information System
- Intermediate Accounting I
- Intermediate Accounting II
- Accounting Theory
- Governmental Accounting

**Lecturer**

2013 - Present

**Al-Manar University of Tripoli (MUT)**

Faculty of Business Administration  
Tripoli, Lebanon

- Financial Accounting
- Auditing and Control
- Managerial Accounting
- Production and Operations Management
- Accounting Information System

**Lecturer**

2012 - Present

**Beirut Arab University (BAU)**

Faculty of Business Administration  
Tripoli, Lebanon

- Introduction to Accounting
- Principles of Accounting I
- Principles of Accounting II
- Intermediate Accounting II
- Corporation and Partnership Accounting
- Governmental Accounting
- Accounting Information System
- Management Information System

**Assistant Teacher**

2006 - 2011

**Beirut Arab University (BAU)**

Faculty of Business Administration  
Tripoli, Lebanon

- Principles of Accounting I
- Principles of Accounting II
- Intermediate Accounting I
- Intermediate Accounting II
- Corporation & Partnership Accounting
- Cost Accounting
- Advanced Cost
- Auditing
- Accounting for Commercial Banks
- Financial Math
- Descriptive Statistics
- Pure Math
- Principle of Management
- Microeconomics

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**Training**

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**Accountant**

2010 - 2010

Maximal S.A.R.L.  
Tripoli, Lebanon

- Developed Excellent Skills in Sales and Retailing
- Performed Estimation
- Performed Material Selection and Testing
- Performed Calculation

**Accountant**

2005 - 2005

B.L.C. Bank S.A.L.  
Tripoli, Lebanon

- Teller
- Customer Service
- Secretary
- General Office Duties: Typing, Filing, Phone calls and Reception

**Accountant**

2004 - 2004

Ali Tlayss & Co.  
Tripoli, Lebanon

- Audit Services
- Invoicing
- Coordinating Sales Accounting
- Recording

**Accountant**

2004 - 2004

Hôpital Chahine  
Tripoli, Lebanon

- Data Entry Clerk in Accounting
- Developed Excellent Skills in Customer Service
- Invoicing

**Accountant**

2003 - 2003

Al-Douwaliyah for Accounting and Computers  
Tripoli, Lebanon

- Audit Services
- Accounting Policies and Procedures
- Prepared Financial Statements

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**Education**

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**Beirut Arab University (BAU)**

2016- Present

**Faculty of Business Administration**

Beirut, Lebanon

- Continuing Ph.D. Thesis in Accounting and Auditing

A Proposed Framework for the Accounting of Intellectual Capital –Field Study

**Beirut Arab University (BAU)**

2011- 2015

**Faculty of Business Administration**

Beirut, Lebanon

- Finished Ph.D. courses, comprehensive and oral exams

**Beirut Arab University (BAU)** 2006- 2011  
**Faculty of Business Administration**  
Beirut, Lebanon  
• Master of Science in Accounting

**Lebanese University (LU)** 2002- 2006  
**Faculty of Business Administration**  
Tripoli, Lebanon  
• Bachelor of Business Administration in Accounting and Auditing

**École Nationale Grecque Orthodoxe des Jeunes Filles (ENGO)** 1991- 2002  
Tripoli, Lebanon  
• Baccalaureate in Experimental Science (SE)  
Secondary Level: Grade 10/11/12  
Brevet in General Education  
Elementary Level: Grade 6/7/8/9  
Intermediate Level: Grade 1/2/3/4/5

**Al-Manar National Private Mixed School** 1988 - 1991  
Tripoli, North Lebanon  
Certificate in Early Education  
• Kindergarten Level: KG 1/2/3

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### Achievements

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**Azm Institute** 2016 - 2016  
Tripoli, North Lebanon  
• Certified public accountant (CPA) in Financial Accounting and Reporting  
Part

**Software Computer System** 2015 - 2015  
Tripoli, North Lebanon  
• Certification of Completion in Business Management System  
Software History and Value  
• BMS System:  
- Purchase Module  
- Sales Module  
- Inventory Module  
- Accounting Module

**America-Mideast Educational and Training Services (Amideast)** 2010 - 2010  
Beirut, Lebanon

- Test of English as a Foreign Language (TOEFL) in General English Language
  - Reading
  - Listening
  - Speaking
  - Writing

**Azm & Saade Association** 2006 - 2006  
Tripoli, North Lebanon

- Certification of Completion in General Accounting

**Azm & Saade Association** 2005 - 2005  
Tripoli, North Lebanon

- Certification of Completion in Java Language

**Azm & Saade Association** 2005 - 2005  
Tripoli, North Lebanon

- Certification of Completion in Banking Techniques

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### **Computer Literacy**

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- Computer Operating Systems: Microsoft Windows XP/7
- Computer Software's: Microsoft Word/Excel/Outlook/Access/PowerPoint/Project/Internet Explorer
- Enterprise resource planning (ERP): Sage 50 Accounting, IBM SPSS
- Computer Programming Languages: Microsoft Visual C++, HTML, Java
- Computer Keyboard Typing: 200+ English/French words per minute, 75+ Arabic words per minute
- Internet: Research, Social Media, Browsing, E-Mails

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### **Languages Skills**

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- Arabic: Excellent Reading, Speaking and Writing
- English: Very Good Reading, Speaking and Writing
- French: Very Good Reading, Speaking and Writing

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### **Interpersonal Skills**

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- Able to work independently or with a team
- Quick Learner and Active Listener

- Hard Worker and Flexible
- Able to adapt to new challenges and to transfer knowledge
- Communication, Coordination and Management Skills

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## References

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Available upon request