

SIRINE M. AL SOUDANI

Mobile: +9613585973
E-mail: sirine@beirut.com
Ras el Nabeh, Beirut, Lebanon

OBJECTIVE

Seeking a position in accounting, finance, auditing, or administrative assistance,

EDUCATION

2009-2013	Rafik Hariri University	Mechref, Lebanon
	Bachelor in BA, Accounting and Finance	
2008-2009	Ecole Notre Dame	Beirut, Lebanon
	Lebanese Baccalaureate in Economics and Sociology	

EXPERIENCE

July 2016 to present	Blom Bank S.A.L.	Beirut, Lebanon
Position: Teller		
Duties: Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.		
(Full-time job equivalent to 50 working hours per week, Paid monthly)		

April 2015 -July 2016	Beirut.com	Beirut, Lebanon
Position: Online Producer and researcher		
Duties: Add and maintain updated online business profiles for customers, Offer customer support and services, data entry and research		
(Full-time job equivalent to 40 working hours per week, Paid monthly)		

July-Nov. 2015	SITA Aviation Consultant	Beirut, Lebanon
Position: Research Assistant		
Duties: Conducting a search for relevant project, searching online libraries, Formulating articles and bibliography, record-keeping for the overall project, word processing, database and spreadsheet.		
(Paid per each working hour)		

Aug-Dec. 2014	Rafik Hariri University	Meshref, Lebanon
Position: Assistant Department		
Duties: Receiving and distributing communications; collecting and mailing.		

Maintains supplies by checking stock to determine inventory levels; anticipating requirements, maintains office schedule and public relations.

(Part-time volunteer)

May-july. 2014

First National Bank s.a.l

Beirut, Lebanon

Position: Trainee in Credit Card, Customer Service, Teller and Retail offices

Duties: Filing, opening accounts to customers, registering financial transactions, Counting cash, assisted in back office paper work.

(Full-time trainee)

March-Oct. 2013

Hikmat Sleem Public Accounting and Business Advisory

Beirut, Lebanon

Position: Junior Accountant,

Duties: Prepared monthly statements and examining financial records. prepared Lebanese quarterly taxation, verifying records are accurate and taxes are paid properly and on time. Assisted in auditing, performing overviews of the financial operations.

(Full-time trainee)

SKILLS

- Good knowledge in Microsoft Office: Word, Excel, PowerPoint
- Good organization skills
- Good communication skills
- Able to learn new procedures quickly and attentive to details
- Strong analytical and problem solving skills
- Able to work under pressure, hold multiple tasks, and meet deadline
- Able to work in teams and independently
- Able to use SPSS
- Good knowledge in Microsoft Database

LANGUAGES

Fluent in Arabic, French, and English with basic knowledge in German and Spanish

MEMBERSHIPS

Fall 2013	Member in Accounting Society Program	RHU
Fall 2010-2011	Member in Community service club	RHU
Fall 2010-2012	Member in Arts club	RHU
Fall 2012	Member in Reading club	RHU
Fall 2012	Vice president of Public speaking club	RHU

REFERENCES

Available upon request