

Rabie Jouhair

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OBJECTIVE

Ability to build a career through seeking an opportunity at reputable and leading Audit, Consulting, Finance and Accounting firms where both my skills are valued and benefit the organization.

PROFILE

Highly responsible, dedicated and has the ability to learn and grasp new concepts quickly.

EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon

BS in Business Studies with emphasis in Accounting

September 2015 – Fall 2018

WORK EXPERIENCE

August 2018: KPMG – Audit internship

Worked on two NGOs assignments. My work covered the following:

- 1- Preparing excel sheets of scoped expenses accounts and vouching them.
- 2- Prepare excel consolidated sheets of nine NGOs by combining them and perform the preliminary elimination entries.
- 3- Proofreading and footing of draft audit reports.
- 4- Translation of audit report from Arabic to English.

July 2016: Byblos Bank internship – Hamra Branch

Worked at three departments at the bank as follows:

- 1- Assisted the tellers in their daily work.
- 2- Worked on the returned checks from BDL.
- 3- Assisted two Personal Banking officers in preparing the debtors files with respect to required and missing documentation, archiving and follow up with customers.

June 2016: Student employment – Budget Office - LAU - Beirut, Lebanon

My work covered the following:

- 1- Preparing entries and data entry (Oracle).
- 2- Provided assistance to the office team in filing and archiving.

EXTRA CIRRICULAR ACTIVITIES

- 1- Social work – Marathon Village through Beirutiyat: preparing T-shirts, water and gadgets to participators.
- 2- Participated in the MUN program at LAU through my school in 2014.

SKILLS

Computer: Word, Power point, and Excel.

Languages: Fluent in English and Arabic, Spanish (beginner).

INTERESTS

Table tennis, swimming and cooking.

REFERENCES

Available upon request.