

SILVANA ATWI

Beirut – Lebanon • +961 71 916 968

Email : silvana-atwi@hotmail.com

EDUCATION

2017-PRESENT

MASTERS IN FINANCE, LEBANESE UNIVERSITY- FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

SEPTEMBER 2017

BA IN FINANCE, LEBANESE UNIVERSITY- FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

JUNE 2013

LEBANESE BACCALAUREATE IN LIFE SCIENCE, AL GHOUBAIREH THIRD OFFICIAL HIGH SCHOOL

EXPERIENCE

JUNE 2018 – PRESENT

BEIRUT-LEBANON

ADMINISTRATIVE ASSISTANT, ALUMIX SAL. (الشركة الوطنية لسحب وتلويين الألمنيوم ش.م.ل)

- Planning and maintain office systems including data management and filing.
- Performing basic office tasks such as answering phones, processing the mail, order office supplies, organize schedule meetings and taking accurate minutes of meetings.
- Management of petty cash transactions.
- Maintain bank deposits and check payment records.
- Reconcile bank records with bank statements.
- Processing transactions, transfers, issuing checks, and updating ledgers and budgets.
- Handling communications with clients, vendors, and banks via phone, email or in-person and dispatch the customers' requests to sales team and logistics.
- Providing support to the accounting department.

APRIL 2018 – JUNE 2018

COMPLIANCE TRAINEE, BLOM BANK (BURJ ABI HAIDAR BRANCH)

August 2016 – Septembre 2016

HADATH-LEBANON

INTERN, REGIE LIBANAISE DES TABACS ET TOMBACS

Internship in purchase and finance department.

July 2015 – September 2015

BEIRUT -LEBANON

INTERN, ARABNET

Data and research validation intern.

2014-2017

BEIRUT-LEBANON

OPERATION MEMBER, ZOAP

A new company won the first place in an international competition as an innovative leading project.

2014 – PRESENT

BEIRUT-LEBANON

MEMBER, LOYAC (NGO)

- Attending several workshops on self-development.
- Participated in several volunteer works.

SKILLS

- Planning
- Communication
- Computer skills: Microsoft Word, Excel, Power Point
- Teamwork
- Time management

LANGUAGE

Arabic: Native language

English: Fluent

REFERENCES

AVAILABLE UPON REQUEST.