

Alaa Abou Mattar

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Objective:

Seeking a Challenging position in a reputable institution where I can enhance my knowledge, utilize my experience, and widen my work opportunities to benefit mutual growth and success.

Education:

- CFA Level 1 Candidate
- Notre Dame University – BBA in Banking and Finance
- Baakline Official Secondary School – Economics/Sociology

Key Skills:

- Strong Communication Skills
- Effective at time management
- Excellent team player
- English and Arabic fluency
- Analytical mind

Experience:

June 2018 – Present: **Terre Des Hommes Italy**: full time “Accountant”

- Support and monitor of all administrative and financial matters associated with the Delegation in Lebanon under the supervision of the Country Administrator
- Verification of the financial and administrative data and consolidation of the monthly accountancy, budget follow ups and sharing costs for TDH projects received by TDH offices in the Country for the final revision of the Country Administrator
- Responsible for following the cash flows between TDH projects and the Delegation and for managing the transfers and monitor the bank accounts
- Daily management of TDH Delegation expenses and weekly reconciliation of the bank accounts and daily cash inventories for TDH Delegation accounts
- Prepare and assist in audit, verification and inspection visits

Jan 2018: **KPMG Jordan** – Deal Advisory “**Internship**”

- Conducted secondary market research using various sources and databases
- Conducted financial data research and analysis using databases such as CapitalIQ
- Carried out financial statement analysis and reporting exercises
- Assisted team members in financial modeling and valuation

Jan 2015 – Nov 2017: **CSCBank Sal:** full-time “Support Staff” authorization/call center 24-7 department:

- 24/7 customer service to local/international customers and local/international banks request’s implementation.
- Monitoring Fraud and risk control.
- Electronic data processing, data entry and KYC inputs.
- Amending card activity records, limits and parameters.

Voluntary work:

Lebanese Red Cross – youth department: Participated in environmental activities, health awareness, and fund- raising campaigns in addition to training the youth to non-violence.

Training:

- Attended AML training session organized by the Association of Banks in Lebanon
- Trained by financial institutions on handling their customer’s queries
- Participated in Bank Audi and Injaz’s innovation Camp – entrepreneurship

Additional Skills:

- Microsoft Word, Excel and PowerPoint.
- Several banking software.