

Claire Kdouh

Research Analyst

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Summary

I am looking forward to securing a position that will enhance my abilities, expertise, and skills within a leading organization, leading to a long-term, loyal career relationship and promising professional growth.

Experience

Research Analyst (Remotely) – 10/2020 to 06/2022

Confidential, Kuwait

- Collect data and information on private companies from websites and other public sources.
- Collect data and information on public companies from stock exchanges and online sources.
- Update shareholder details, board members, analyst reports, stock reports, management teams, and other key data and information.
- Extract key information from financial notes related to new investments, divestments, projects, mergers & acquisitions operations.
- Ensure that financial reports, ratios, and visualization charts are accurate and meaningful.
- Periodically contact companies to update the company profile database, validate, and confirm data.
- Gather economic news from online sources on various topics.
- Perform other technical tasks as requested.

Equity Trader – 10/2015 to 12/2017

First Capital & Trust, Beirut District, Lebanon

- Monitor client investments by providing advice on market developments and new financial opportunities to place orders and execute daily transactions.
- Receive instructions and act as an intermediary to buy and sell financial products such as currencies, gold, oil, and futures contracts on behalf of clients.
- Negotiate and conclude spot market transactions based on given guidelines.
- Provide management with market insights on current and future international price trends, as well as supply and demand situations.
- Communicate with all existing and potential clients to explain exchange rules and regulations, and provide them with market feedback and statistics.
- Create trading strategies using market information, financial news, and chart analysis.
- Refine and follow standard operating procedures.
- Manage clients' portfolios.
- Maintain and document daily transactions and contracts.

Intern – 07/2012 to 09/2012

Bank Audi, Beirut District, Lebanon

- Teller.
- Customer Service.

Education

Master's in business Administration – Banking and Finance - 2015

Antonine University - UA

Skills & Expertise

- Microsoft Office
- Punctuality
- Integrity
- Sense of responsibility
- Willingness to learn
- Customer service
- Team spirit
- Adaptability
- Organizational skills
- Rigor

Languages

Arabic: Native | **English:** Proficient | **French:** Proficient