

Jana Haidar
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EDUCATION

LEBANESE AMERICAN UNIVERSITY

BS, Business Administration – Accounting Emphasis

Jan'16 - May 19

GPA 3.2 / 4

Internal Audit Education Partnership Program (IAEP) Certificate

Built a business plan on a home maintenance app

SAINT VINCENT – LES FILLES DE LA CHARITE

Lebanese Baccalaureate, Sociology & Economics

2000 – 2015

EXPERIENCE

LEBANESE AMERICAN UNIVERSITY

Jan 16 – Present

Procurement Assistant, Procurement Office

- Preparing requests for quotation, price comparison tables, purchasing process descriptions, purchasing orders according to established policies.
- Carrying out written and verbal follow ups with suppliers on daily basis
- Securing invoice approvals from budget owners
- Cooperating with the Auxiliary Department & the Supply Department for the distribution/transportation of goods

BANK AUDI

Intern, Accounting department

June – Jul'18

- Assisted in daily & merging entries on Gaia software
- Reviewed and reconciled transactions of
- Consolidated Financial Statements & Information of companies with different currencies
- Assisted in the processing of balance sheets and other financial statements according to legal and company accounting and financial guideline (Bank of Lebanon)

ADDITIONAL INFORMATION

Workshops & conferences:

The Future of Oil and Gas in Lebanon: Fears and Solutions - AUB

Business Plan Development Competition – Second Prize

Computer skills:

Microsoft Office: (Excel, Word, Power Point, Access).

Oracle (iProcurement – issuing purchase orders, receiving, purchase requisition).

Languages:

Proficient in Arabic, French, English.

Beginner in Spanish