

Maria Fadous

Beirut, Lebanon

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Objective:

Currently seeking an entry-level position within a progressive organization that will provide me with the opportunity to contribute, learn and utilize my skills in the fields of Investment, Corporate Finance, Banking, Financial Analysis and Real Estate.

Education:

- Currently pursuing a master's degree in finance-MSc (August 2018 – May 2020)
American University of Beirut (AUB)
- BBA – Finance concentration (August 2015 – May 2018)
University of Balamand-Lebanon
- Lebanese Baccalaureate- life science (1999 - 2015)
Saint Joseph School-Lebanon

Work Experience:

1) Indevco Group: Professional Internship (August 2017)

- Handled entries in the finance & accounting department
- Opened accounts for customers and suppliers
- Controlled many entries related to the reconciliation process
- Prepared a journal voucher
- Handled various cash flow operations

2) Skill Master Recruitment and services (family business)

Recruitment and CVs screening: part-time job (2015-present)

Main Skills and Languages:

- Microsoft Office (Word, Excel, PowerPoint), E-views, Thomson Reuters Eikon
- Languages (read, written and spoken): Fluent in Arabic, English and French
- Ability to work under pressure, independently, and part of a team
- Organized and responsible attitude

Extra-Curricular Activities:

- Current volunteer at the children cancer center
- Member of the scout association at Saint Joseph School (2008-2015)
- Passionate Traveler