

# Sandra Darwich

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## Experience

**Goodies Beirut**

Feb 2022 – April 2023

Purchasing Officer

- Monitoring stock levels and preparing purchase requisitions as needed
- Updating and maintaining records of all orders, invoices, and received stock
- Matching vendors’ invoices to purchase orders to ensure accurate quantities and accounting of costs
- Receiving price lists from vendors and updating costs on internal databases

**Lebanese American University**

Sept 2015 – May 2019

Accountant & Finance Assistant

- Prepared the reconciliation accounts on banner and oracle
- Called suppliers to collect their checks and received receipts when due payments were made
- Prepared the Payroll for student and part time employment
- Tagged fixed assets by assigning a barcode to each item
- Trained new financial aid students who were assigned to work in the business office

**IBL Bank SAL**

July 2018 – Aug 2019

Intern

- Understood different banking operations, rotated in the bank’s departments and learned their functions

**LAU Finance Club**

Oct 2018 – April 2019

Volunteer Treasurer

- Organized a lecture on bitcoins and cryptocurrencies
- Arranged a lecture addressing the issue of Unemployment in Lebanon
- Assisted Blom Bank in organizing the Virtual Stock Exchange Competition

## Education

**Lebanese American University**

**Bachelor of Sciences in Business Studies**

Double Emphasis in Banking & Finance and International Business

**CGPA: 3.43/4.00 with Honors**

**Graduated July 2019**

**Beirut Baptist School – BBS**

Lebanese Baccalaureate, Economics and Sociology Section

**Graduated June 2015**

## Skills

Microsoft Office (Excel, Word, Power)	Financial Planning & Analysis	Financial Accounting	Research
Analytical	Problem Solving	Critical Thinking	Communication

## Languages

Arabic (Native)	English (Fluent)	French (Basic)	German (Basic)
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## Projects

<b>Business Research</b>	<b>Developing a Business Plan</b>
Performed a research about gender motivation on LAU financial aid and employment students	Developed a Business Plan on the launch of a Sports Application

## Certifications

- The Complete Investment Banking Course, Udemy, August 2021
- Citi Institutional Banking Virtual Internship Program, InsideSherpa, August 2020
- Financial Planning and Analysis: Building a Company’s Budget, Udemy, July 2020
- Case Competition, Lebanese American University, April 2018
- Award for Best Student Company, INJAZ, August 2014