

## CRISTELLE NASR

Jounieh, Lebanon | +961 70 259 718 | [Christelle\\_nasr@hotmail.com](mailto:Christelle_nasr@hotmail.com)

### EDUCATION

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**American University of Beirut** | Beirut, Lebanon

Master of Science in Finance, May 2019

**Relevant Coursework:** Financial Analysis, Econometrics, Portfolio Management, Equity valuation, Security Analysis, Real Estate, Risk Management, Structured Finance.

**Saint Joseph University** | Beirut, Lebanon

Bachelor of Arts in Economics, June 2016

**Relevant Coursework:** Macroeconomics, Microeconomics, Statistics, Mathematics, financial analysis, International trade relations, Monetary analysis, International monetary relations.

### SKILLS

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**Languages:** Arabic, French and English fluency

**Other skills:** MS Excel, Eviews, Oracle: JDE system, Thomson Reuters, Bloomberg.

### PROFESSIONAL EXPERIENCE

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**TRANSMED S.A.L** | Beirut, Lebanon | January 2017- September 2019

*Operations Accountant* | September 2018 – September 2019

- Prepare accurate and timely financial management reports and statements.
- Ensure accurate recording/analyses of revenues and expenses.
- Interact with suppliers to manage and execute the price structure in hand.
- Ensure all claimable amounts are timely debited, complying with suppliers' guidelines (factsheets) prior to rising debit notes and following up promptly on collection from the suppliers in order to maximize the company's cash flow and thus ensure compliance with SOPs.
- Process promotions and customizations for Procter & Gamble and other suppliers' products.
- Process monthly summary sheet to ensure the invoicing cycle is properly implemented according to the prices and offers.

*Cash and Banks Accountant* | April 2017 - September 2018

- Managed the company's bank accounts while ensuring daily deposits and payments worth at least US\$10 million.
- Performed cash flow analysis by examining cash inflow and cash outflow.
- Reviewed the firm's financial statements while resolving financial disputes raised by financial institutions.
- Participated in monitoring the reconciliation of general ledger accounts and the preparation of monthly bank statements.

*Clearing Accountant* | January 2017 - April 2017

- Checked all clearing agent invoices and prepare clearing agent vouchers to properly affect the general ledger.
- Prepared insurance letters while raising insurance claims for all needed shipments, thus ensuring the merchandize in transit are insured against any shortages or damages.
- Included supplier invoices in JDE system, matching them with purchase orders.
- Reconciled clearing agent accounts, thus making sure balances are in line with clearing agent balances.

### CAMPUS & COMMUNITY SERVICE

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*Volunteer* | **Diakonia Association** | Beirut, Lebanon | September 2014 - Present

- Organize fundraising campaigns to raise money to finance and support daily activities and thus empowering the organization.
- Coordinate humanitarian efforts with the relevant levels of government, international NGOs and others in order to contribute to a coherent and efficient humanitarian response.