



# Adnan Rihani

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## PROFESSIONAL SUMMARY

A highly competent and dynamic candidate, with the ability to work under pressure and maneuver between multiple priorities while meeting deadlines. Experienced in the use of numbers; acquired strong analytical, technical, creative and problem-solving skills. Detail-oriented, well organized, data driven and dedicated applicant.

Passionate about increasing my capacity to analyze resources, apply effective financial strategies and solve challenges for successful implementation.

I would highly appreciate an opportunity to discuss how my experience coupled with my educational background and professional trainings as well as my skills can be an added value to your organization

## EDUCATION

### American University of Science and Technology

Masters of business administration in Finance GPA: 3.46

Beirut – Lebanon  
Oct. 2017 - Dec. 2019

### Institute For Financial Analysts ( IFA)

Chartered Financial Analyst CFA Candidate

### Institute For Financial Analysts ( IFA)

Certified Junior Investment Analyst – JIA

Beirut – Lebanon  
Feb. 2015 - Jul. 2016

### American University of Science and Technology

Bachelor of Science in Banking and Finance GPA: 3.0

Beirut – Lebanon  
Oct. 2011 - Jun. 2016

## WORK EXPERIENCE

### BKR International for audit and advisory

Department : Accounting & Audit

Beirut– Lebanon  
Nov.2018-Current day

Position: Accountant and auditor

- Perform and supervise bookkeeping for multiple companies
- Perform and supervise Cash and banks reconciliation
- Responsible of balance sheet accounts A/P , A/R
- Record assets depreciation and registration
- perform end of year, month and quarter procedures
- VAT Declaration, income tax declarations R5,R6,R7,R8,R10
- Prepare Audit reports ( Income statement , Balance sheet , and cash flow)
- Audit bookkeeping , trial balance and depreciation
- Audit Income statement, Balance sheet and Cash flow statement
- Audit Internal Accounting and internal bookkeeping
- Perform Business Analysis to evaluate financial performance
- Give advisory about Variances and Cost
- Perform Other Advisory tasks upon Customers requests

**Fenicia Bank**  
**Department : Corporate & SME department**  
**Position: Financial Analyst**

Beirut– Lebanon  
Sep.2017-Nov.2018

- Study corporate and SME loans and give recommendation to corporate manager
- Calculate all the financial ratios, analyze variances through the years
- Analyze P&L and balance sheet and report on the variances between the last five years
- Report on the variances in financial ratios and study capital structure before and after new debt
- Analyze growth of revenues and forecast the next period to assess risk
- Prepare a complete financial report for each file studied ( Break even analysis, expected cash flow statement common size income statement and balance sheet, owners' equity statement, financial ratios after the new debt)
- Present data analyzed through tables, charts and diagrams
- Investigate about the usage of working capital

Feasibility studies:

- Study startup companies
- Prepare capital budgeting, analyze cost and its expected growth
- Research on the market and the sector growth and implement based on different scenarios
- Forecast the next five periods based on market growth and sector growth
- Prepare the three expected scenarios in the next period ( best, normal and worst case scenario)
- Prepare financial reports such as ( payback period, break even, projected financial statement, discounted cash flow statement )

**MONEY S.A.L**  
**Department : Finance Department**  
**Position: Junior Financial analyst and accountant**

Beirut– Lebanon  
March.2016-Sep.2017

- Prepare P&L, balance sheet and cash flow statement
- Forecast and analyze sales performance
- Analyze financial statement and track variances
- Prepare sales analysis and break it down by departments
- Conduct ratio analysis to track performance, liquidity and financial position
- Assist with the annual budget
- Prepare cost analysis and compare it with the forecasted expenses
- Responsible of daily bookkeeping
- Work with internal and external auditors
- Record assets depreciation
- Control daily expenses and supervise bookkeeping
- Supervise reconciliation, accounts payable, provisions and commission for subagent and employees and outdoor sales

**Loubani Office for Audit and accounting**  
**Junior Accountant (Internship)**

Beirut – Lebanon  
Sep. 2014 – Oct. 2015

- Daily bookkeeping
- Handle suppliers account
- Reconciliation of payables and receivables accounts
- Assist in the preparation of the monthly financial statement

## Projects worked on

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- Analysis, forecasting and evaluation of the financial statement of Al Dar corporation in Dubai; American University of Science & Technology, 2015
- Business Plan for Investing in opening a franchise for Champs Brand in Lebanon; American University Of Science & Technology, 2016
- Business Plan for Investing in opening another branch of Sub-Way in Lebanon; American University Of Beirut, 2017
- Evaluation of Alexandria Bank in Egypt; American University Of Beirut, 2017
- Business plan for opening a new university that delivers different type of products, Lebanese International University, 2018
- Full Financial Valuation of Holly Fashion Company 2019

More available upon request

## SKILLS AND INTERESTS

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### Skills

- High professional proficiency in MS Office (Word, Excel, and PowerPoint)
- Financial modeling, Financial and accounting management
- Budgeting, Financial projection and cost analysis

### Interests

- Financial performance analysis, Financial consultancy
- Business planning and investment analysis
- Financial statement analyst Specialist
- Financial and business management

### Languages

- High professional proficiency in Arabic and English
- Good proficiency in French

## REFERENCES

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### Fenicia Bank:

Name: Dr. Sami Bachir

Title: Corporate Finance Manager

### Money s.a.l:

Name: Mr. Elie Eid

Title: Senior accountant and finance

### Money s.a.l

Name: Mr. Elias samia

Title: General Manager

Phone numbers available upon request