

JEANNETTE MAKDESSI

📍 Fanar, Sainte Famille Street, Philippe El Hage Bldg, 1st floor

📞 +961 70 154 139

✉ jany.makdessi@hotmail.com

Nationality: Lebanese **Date of birth:** June 29th, 1994

EDUCATION

ESA Business School – Lebanon / IAE Poitiers – France

Masters in Management, spec: Finance / Masters of Science Management,

spec: International Management

September 2015-June 2017

- Conducted a study on the impact of IFRS implantation in Lebanese banks and concluded if there is a correlation between applying the standards and financial profitability of banks.

Université Saint Joseph

Bachelor in Business Administration

September 2012-July 2015

Collège de la Sainte Famille Fanar

Humanities (LH) – French and Lebanese Baccalaureate

September 1997-May 2012

PROFESSIONAL EXPERIENCE

PricewaterhouseCoopers

Accounts Payable Officer (Internal Finance Services)

January 2018-Present

- Prepare and review approved invoices for inclusion in payment run
- Ensure the processing of majority of vendor invoices in compliance with PwC policy and VAT regulations
- Extract reports and validate payments to ensure full supporting approved documentation with required approvals
- Prepare full payment documentation for Team Leader review
- Upload payments in Standard Chartered Bank and contacting approval signatories for approval of payment
- Provide confirmation and proper allocation to vendors of payments
- Reconciliation of vendors accounts on a monthly basis
- Respond to ad-hoc requests from across the region received from PwC staff and vendors in a timely manner
- Act as a key resource and liaison to other functional areas, building cross-functional relationships as needed
- Follow accurately the workflow and report any repetitive discrepancies

Fidus Wealth Management

Back office executive trainee

November 2016-January 2018

- Reconciled accounts with correspondents every month
- Settled trades everyday mainly futures (subaccounts)
- Executed cash transfers
- Prepared tables of interest
- Prepared claims

Fransabank S.A.L.

Intern in operational and commercial section

July 2016-September 2016

- Assisted in cash deposits and withdrawals, check operations, inward and outward transfers, forex transactions and payment bills
- Assisted in opening of accounts
- Learned about bancassurance products and plastic cards
- Knowledgeable about housing and commercial loans

Deloitte & Touche

Part of Tadarab intern program

May 2016-June 2016

- Attended online trainings introducing the audit environment
- Worked with two teams in three different jobs
- Audited banks, inventory and related parties section
- Executed General and Administrative expenses test
- Performed fixed, intangible assets movements and depreciation test
- Achieved test related to payrolls, receivables and contributions paid to NSSF

Allianz SNA

Intern in business center claims department

July 2014-August 2014

- Worked on two products : MDI (BALSAM) and GRH (GROUPS) policies in hospitalization section
- Filled all reimbursement claims requests
- Prepared documents and letters and directed it to NextCare (Third Party Administrator)
- Settled accepted declarations by reimbursing the customer in cheque

LANGUAGE

Fluent in English, French and Arabic

COMPUTER SKILLS

Operating Systems: IMS and ICBS

Business Application: Microsoft Office; Excel, Word, PowerPoint and Outlook

Accounting System: SunSystems

Online Banking System: Standard Chartered Bank

Audit System: AS/2

SOFT SKILLS

- Good organization and office management skills to ensure coverage of workload
- Time management skills and proactivity
- Detail oriented and quick learner
- Capability to work well in a team
- Skilled in maintaining client relationships
- Strong work ethic

MEMBERSHIPS & AFFILIATIONS

Guide member – Lebanese Girls Guides Association

2007-2008

Jeannette member – Lebanese Girls Guides Association

2005-2007

REFERENCES

Available upon request