

FARAH MAHMOUD

OBJECTIVE Being in the process of preparing for CFA Level 3, I am seeking a challenging position that gives me the opportunity to apply my skills, to gain and transfer knowledge and competencies, and contribute to the institution's strategic goals.

SKILLS & ABILITIES

- Proven ability to set goals and formulate effective action plans
- Ability to coordinate multiple projects and balance priorities
- Meet deadlines under extreme pressure
- Skilled at gathering, analyzing and managing data
- High degree of accuracy with an extremely good attention to detail
- Strong reporting skills
- Ability to work with sensitive information with high regard for confidentiality and secrecy
- Ability to maintain effective working relationships through solid communication and excellent interpersonal skills

EXPERIENCE

Budgeting & Reporting Specialist
M1 GROUP – M1 Real Estate - Omar Al Daouk Street
December 2017-Present:

- Collect budget parameters from concerned parties and assist in the preparation of budget to be in line with the company policies & procedures
- Prepare on a monthly basis cash flow reports with all variations to budget and update cash needs forecast
- Compare entities financials to budget allocation in order to analyze variations and optimize it
- Update the forecast to be in line with the budget policy
- Prepare performance reports, Income Statement, Cash Flow and Balance Sheet with related KPIs and analysis
- Handling cash management, reconciling bank statements with internal records, performing transfers, and maintaining the cash position templates and reporting
- Monitor loan accounts in terms of amortization and due interests and prepare transfers accordingly
- Analyze and consolidate periodic reports such as P&L, Cash Flow and Balance Sheet with related KPIs
- Prepare various internal and external reports according to the agreed template and /or creating new templates

Supervisor in Budgeting & Financial Reporting Department
ARABIA INSURANCE COMPANY - Head Office - Ein Mreisseh
January 2011-November 2017:

- Maintain established department's policies and procedures
- Prepare & consolidate monthly profit & loss statement (P&L) by Line of Business with related Key Performance Indicators KPIs

- Support the financial strategy of the company by developing budgets, performing cost-benefit analyses, estimating future financial needs, and guiding other employees regarding budget procedures
- Issue quarterly analytical financial & performance reports and provide analysis on profitability by line of business and by client
- In-depth analysis of the branches and company's performance reports to guide the management decisions
- Create shareholders reports and financial statements
- Prepare and analyze on a monthly basis the company's accounts receivable report
- Prepare and analyze on a monthly basis the company's cash flow report following the direct method
- Prepare and analyze on a monthly basis the company's actual vs budget production report
- Prepare and analyze on a monthly basis the company's G&A expenses report
- Analyze on a quarterly basis provision for doubtful accounts and recommend write-offs or otherwise as necessary
- Provide timely and accurate information for internal and external financial requests, including monthly financial reports, operating budgets, and ad hoc reports
- Assist in investigating with the organizational unit heads about the reasons behind any variances between actual and budgeted figures
- Assist in special financial tasks & projects (rating, valuations, due diligence etc.)
- Prepare incentive programs for collections
- Prepare quarterly and yearly regulatory forms
- Maintain and update all related modules in coordination with the IT Department

EDUCATION**2019: Passed CFA Level 1 & Level 2, Level 3 candidate****2006-2010: BA in Business Finance, AUST (American University Of Science and Technology), Ashrafieh, Beirut**

TRAINING

- March 2015: Advanced Cash Flows Workshop, PWC's Academy
 - March 2015: Public Speaking, Skillz Training Institute
 - May 2014: Excel 2013 Level 2 and 3, New Horizons of Lebanon
 - September 2012: Insurance and Reinsurance Accounting Reporting & Regulations, UHY Andy Bryan Training Institute
 - December 2008: Lebanese Canadian Bank
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COMPUTER SKILLSProficiency in Excel, Outlook, Power-Point and Oracle

LANGUAGESFluent in English, French and Arabic

REFERENCESAvailable upon request
