

RanaAlaaeddine

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📁PROFESSIONAL SUMMARY

Currently working as an accounting officer and as logistics officer and looking for an opportunity in finance. A very detail-oriented, accurate, well organized and multitasking professional.

Willing to start analyzing financial reports, reviewing financial data and learning more in the accounting sector.

🎓EDUCATION

Lebanese International university

Masters in Business Administration (Emphasis in finance)

Beirut – Lebanon

Oct. 2018 - Present

Lebanese International university

Bachelor's degree in Banking and Finance

Beirut – Lebanon

Oct. 2013 - Jun. 2016

💼WORK EXPERIENCE

ALHOUSSAMI SAL

Beirut-Lebanon

Department: Accounting

Aug. 2016 –Current day

Position: Junior Accounting Officer

- Post sales invoices (Cash/Credit/Return)
- Post all necessary invoices (such as cash flow, freight, merchandise, expenses, credit card settlements, bank transfers, supplier's payments etc...)
- Data Entry/Filing Payments and Supporting Documents
- Prepare Supplies
- Supervising the petty cash
- Follow up with Clients and Suppliers
- Review checks received for correctness
- Collect cash/check from cashier, complete collection/receivables transaction and check for accuracy

Department: Logistics

Position: Logistics Officer/Orders follow-up officer

Beirut – Lebanon

Apr.2017–Current day

- Negotiate rates with logistic/shipping companies and freight forwarders to fetch best prices in the market and work towards cost-effectiveness.
- Responsible for making shipment arrangements for inbound and outbound.
- Handle freight consolidation, cost analysis, routing and scheduling logistics.
- Ensure that all operations adhere to laws and guidelines requirements.
- Review, prepare, and manage orders deliveries to reach destinations on schedule.
- Address shipment and procurement problems such as delays and inaccuracies according to the company rules
- Prepare and manage paperwork for shipments
- Handling and managing shipping documentation/Payments
- Purchasing
- Advice C.E.O on any aspect of activity where policy or procedural changes may be necessary
- Update brand managers and sales team about delivery status
- Coordinate with "Formalities Officer" to clear received goods
- Handle all certification and legalizations needed for customs documents
- Inform and coordinate with warehouse prior to shipments arrivals
- Insert and follow up on credit notes when needed

Jammal Trust Bank
Trainee
One month Internship

Beirut – Lebanon
July-Aug 2015

SKILLS

Skills

- Proficient in MS Office (Word, Excel, and PowerPoint).
- Knowledge in Microsoft access
- Knowledge in SWAP program

Languages

- High professional proficiency in Arabic and English.

REFERENCES

ALHOUSSAMI SAL:

Name: Mrs Cherine Akil

Title: Chief Accountant

Phone number available upon request