

WORK EXPERIENCE

Junior Accountant / Junior Financial Controller Engitech

03/2018 – 03/2019

Mansourieh, Lebanon

Total Management Solutions Provider

- Processed and recorded journal entries to ensure all business transactions are recorded.
- Assisted in the processing of income statements, balance sheets and other financial statements.
- Analysed monthly budgeting and accounting reports to maintain expenditure controls.
- Assisted in the development of project proposals and presentations.
- Interacted with clients on a regular basis to understand current projects and client needs.
- Collaborated with other departments to support in formulating recommendations for current projects with respect to cost savings, business improvement, and efficiency.

Contact: Hany ElBacha, Managing Partner – hanyelbacha@engitechlb.com

Commercial Banking Intern Bank Audi

06/2017 – 08/2017

Jeita, Lebanon

- Managed customers and transactions.
- Helped tellers balance currency cash and checks.
- Assisted customer service officers with savings and checking accounts.
- Verified all required documentations are completed for all transactions.
- Ensured all security measures are followed.
- Weekly lectures and online tests.

Commercial Banking Intern Byblos Bank

07/2016 – 09/2016

Zouk Mikhael, Lebanon

- Accurately processed routine transactions.
- Displayed effective follow through and ownership in every customer interaction.
- Developed qualified referrals to other team members including other lines of business.
- Performed administrative tasks as needed.
- Retrieved and organised clients files and accounts.

EDUCATION

Bachelor of Science in Economics Notre Dame University

09/2012 – 12/2017

Louaize, Lebanon

French Baccalaureate (Scientific) Lycee Louis Massignon

09/1997 – 06/2012

Abu Dhabi, United Arab Emirates

ACHIEVEMENTS

Certificate of Achievement (2017)

Bank Audi

Dean's Honor List (2015)

Notre Dame University

CERTIFICATES

International Certificate in Corporate Finance Candidate (2020)

Columbia Business School

CFA Level I Candidate (2020)

VOLUNTEER WORK

Beirut For The Ethical Treatment of Animals (BETA)

Participated in a volunteer work to spread awareness about responsible pet ownership and to raise public profile of rescue animals.

Movie Making

Volunteered as a runner in several graduate movie filmmaking

Action Against Hunger

Participated in marathons to raise funds to fight hunger

SKILLS

Microsoft Office Programs

Apple Mac Applications

Basics Of Eviews

Leadership

Strategic planning

Data Analysis

Time Management

Adaptability

LANGUAGES

English



Arabic



French



Spanish

