

Razan Zaidan

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Mobile: +96170155908

EDUCATION:

Bachelor of Business Administration, Major in Banking and Finance **2014- 2017**

Notre Dame University, Louaize, Deir El Qamar, Lebanon

- Successfully completed all courses including Finance, Marketing, Accounting, Investments, and Economics.
- Graduated with a GPA of 3.63/4
- Attained Dean Honor List a total of five times
- Projects:
 1. Participated in Bank Audi's CSR competition "Responsible Millennials" under Financial Inclusion topic with live presentations and reached rank 1 finalist.
 2. Practiced trading on virtual stock exchange, Stock Track platform, with full analytical report and excel presentation.
 3. Participated in a CSR project done by "BLOMINVEST Bank" to trade stocks for 2 months on Interactive Brokers platform and ranked 3'rd out of 70 participants after a live presentation.
 4. Researched and presented an economic topic entitled Regionalism: A Pathway towards Trade Globalization.

Irfan High School, Semkanieh, Lebanon

2013- 2014

Successfully completed Lebanese Baccalaureate: Life Science Section

Graduated with a grade of 16/20

WORK EXPERIENCE:

Accountant at Gosawa sarl

Nov, 2018 - Present

Managing accounting processes and daily financial transactions including payments, invoicing, reconciliation, and financial analysis.

Intern at Bank Audi, Khalde Branch

July, 2017

- Got introduced to private and retail banking, in addition to capital markets activities.
- Observed daily retail activities including cash deposit/withdrawal, check deposit/withdrawal, savings and checking accounts, debit/credit cards issue, loans, mortgages.
- Got introduced to different departments and their function within the bank including Accounting, Finance, HR, Compliance, and CSR.

Private Mathematics tutor

2016 to 2018

- Taught primary and secondary students.
- Developed strong communication skills.

COMPUTER SKILLS:

- Microsoft Office
- Accounting Software (QuickBooks, Odoo)

LANGUAGES

- English (fluent, written and spoken)
- Arabic (mother- tongue)

ACTIVITIES AND INTERESTS:

Emergency Medical Technician at Lebanese Redcross, volunteer

2016 to 2018

Developed valuable communication skills, teamwork abilities, and effective problem solving for emerging issues.

University Club Member

2014- 2018

- NDU Aie Club, Treasurer, cabinet.
Dealt with cash transactions.
- NDU Scouts Club, member.

REFERENCE:

Dr. Talie Kassamay, Coordinator, Assistant Professor, FBAE, Accounting and Finance.

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