

Jana Tabaja

Jana_Tabaja@hotmail.com | +961 76 795 298

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon Master's degree in Finance <ul style="list-style-type: none">• GPA: 3.75/4• Awarded Best Team Player for master's in finance graduating class of 2021.	September 2020 – August 2021
American University of Beirut (AUB), Beirut, Lebanon Bachelor's degree in Business Administration – concentration in Finance	September 2017 - August 2020
International School of Choueifat (ISC), Beirut, Lebanon Baccalaureate in Sociology and Economics section	September 2003 - June 2017

EXPERIENCE

American University of Beirut Medical Center, Beirut, Lebanon Junior Procurement Specialist - Procurement Department <ul style="list-style-type: none">• Assisted in sourcing suppliers, obtaining quotes, and negotiating contracts.• Analyzed price proposals, financial reports, and other data and information to determine reasonable prices.• Conducted market search to identify qualified suppliers and evaluated their capabilities.• Monitored and Managed inventory levels to ensure timely availability of goods and services.• Presented relevant and timely feedback on project or task status, issues, and raised potential problems.• Collaborated with various departments to understand their procurement needs.• Updated requesting departments and end-users as to the status of ordered items and provided them with up-to-date information on new products and/or new suppliers.• Assisted in resolving procurement-related issues or discrepancies.• Prepared formal tender invitations to suppliers to submit proposals.	January 2022 – Present
Akil for Accounting and Auditing Company, Beirut, Lebanon Intern - Regional Accounting department and Internal Audit department. <ul style="list-style-type: none">• Performed accounting entries on Al Ameen software and maintained accurate financial records.• Assisted in the preparation of the balance sheets and income statements of 5 firms.• Contacted clients to request necessary copies of legal and loan documents and list of transactions.• Computed social security contributions for corporations and partnerships.	June 2020 - July 2020
American University of Beirut (AUB) Graduate Assistant - Finance Department <ul style="list-style-type: none">• Developed Designed PowerPoint slides for different topics and lectures.• Supported students with problem solving questions related to the course material.• Worked on a Research paper about Measuring and Testing Investor Sentiment about Stock Market Performance.	September 2020- August 2021

PROJECTS

- **Equity Valuation Project** - Provided an introduction about Intercept Pharmaceuticals with a statistical summary of inputs used in the valuation, estimated the beta, the bottom-up beta, value of debt, and the WACC of the company, and ran a scenario and sensitivity analysis on the DCF valuation to generate a recommendation (buy, sell, hold).
- **Investment Portfolio Project** - Created a StockTrak account to watch the price flow of stocks and develop a portfolio with 80% risky assets and 20% between risk-free assets proxied by treasury bills and cash, the objective is to achieve a capital appreciation coupled with excessive income growth over a short period of time.
- **Financial Statement Analysis Project** - Performed a complete financial analysis for NIKE, starting with the overview of NIKE, digging into the accounting principles, analyzing liquidity, solvency, profitability, and activity ratios, analyzing the financial statements from different perspectives (existing shareholders and potential investors) to get to a conclusion and recommendation on inventory for NIKE.
- **Commercial Banking Project** - Studied the major causes towards the Lebanese Crisis with the results, explained the banks today to get to a roadmap and some solutions.

EXTRACURRICULAR ACTIVITIES

Student Life Organization, (ISC), Beirut, Lebanon

September 2015 - June 2017

- Volunteered to support students' plans and organize for their Ski and Christmas trips.
- Collected and distributed gifts for children in need

Cultural Club of the South, (AUB), Beirut, Lebanon

September 2019- June 2021

- Organized and supported the event organization for students.
- Prepared for activities such as leadership activities, sports, and hiking.

SUMMARY SKILLS

Languages: Fluent in **English** and **Arabic**

Computer skills: Microsoft office, Microsoft outlook, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, ProBanker, Eviews

Soft Skills: Attention to detail skills, Problem solving skills, Time-management and organizational skills, work ethic, flexibility, leadership skills, teamwork skills, communication skills.

Interests: Sports- Marathon Running, Basketball, Handball, Swimming