

Omar Daou

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Member of Institute of Internal Auditors of Lebanon

Objective

Looking for a job opportunity at a well reputable firm, where my strong academic background and diverse skill set can help the company achieve its goals.

KEY SKILLS

- Proficient in computer skills (Microsoft Word, Excel, and PowerPoint)
- Fluent in both English and Arabic Languages
- Goal and time oriented personality

EMPLOYMENT

Foodblessed NGO – Accounts Payable Assistant

March 2021 – Present

- Ensure that all expenses are properly recorded and adhere to the NGOs mission

BLC Bank – Credit Analyst for Medium Enterprises

May 2018 – August 2019

- Prepared credit analysis note for medium enterprises & issued appropriate recommendation
- Evaluated candidates applying for Brilliant Lebanese Awards; 1st Lebanese Banking Award in Lebanon

BLC Bank – Junior Internal Auditor

October 2017 - April 2018

- Assisted in performing the internal audit mission at the branch level

Virgin Megastore - Sales Officer (Bookstore)

March 2014 - September 2016 (several short term contracts)

- Provided customer service at frontlines

College Mar Abda Deir El Qamar & Le Lycee National Schools

- Taught piano for kids between 9 & 12 yrs old, as part of the school's extra curriculum activities

EDUCATION

BBA in Banking and Finance NDU (*with distinction*)

2013 - 2017

Lebanese Baccalaureate in Life Sciences from Tanoukhieh National School 2012

COMMUNITY SERVICE

- Board treasurer at Food Blessed NGO
- Call center operator at Donner Sang Compter (DSC)

PERSONAL INTERESTS

- Piano Studies (Pursuing Baccalaureate in Classical Piano Performance)
- French Language (Preparing the DELF A2 course at Institut Francais)
- Camping (Participated in Arab Scouts Camp - Egypt - 2010)

REFERENCES

References are available on request