

NOUR AFIF AL DANA

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1. Career objective

I am looking for a job in Finance, Accounting or Audit Department.

Able to start from the 1st of September, 2024.

2. EDUCATION

Amjad School (2001 – 2016)

Lebanese Baccalaureate, SE

Université Saint – Joseph (2016 – 2019)

Bachelor's in business administration, Generic (GPA: 3/4)

Université Saint – Joseph (2019 – 2021)

Master's degree in business administration, Finance (GPA: 3.4/4)

3. WORK EXPERIENCE

- Accountant at Fif Dan sewing factory (July 2016 – September 2017)
- Trainee at Byblos Bank (July 2018 – August 2018)
- Accountant at Fif Dan sewing factory (September 2019 – March 2020)
- Trainee Accountant at Prevents SAL (pest control Services) (November 2020 - December 2020)
- Private Tutor for University and School students (March 21 – Now)
- Accountant at Ali Bin Abi Taleb College (August 21 – Now)
- Accountant at Majdolynn Travel (March 24 – Now)

4. SKILLS

- Arabic: spoken, read, written
- English: spoken, read, written
- French: spoken, read, written

Skilled in:

- Microsoft Office Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- R Studio
- Various social media platform

Able to:

- Work under pressure, in high-tempo environment
- Communicate and negotiate
- Teamwork
- Give new ideas
- Insist on achieving the goal
- Persist
- Planning
- Business Plan
- Responsibility
- So attentive
- Accurate and attentive to detail
- Approachable and highly professional

Relevant courses to my study field:

- Financial analysis
- Financial management
- Accounting
- Public finance
- Management
- Marketing
- Company's right
- Information system
- Data base
- Computer (excel/word)
- Business research
- Fundamental analysis
- Financial markets
- Equity portfolio management
- Options, futures, and other derivatives
- Finance approfondie
- Comptabilité approfondie de gestion

5. References

Available upon request

