

HOUSSAM ATCHAN

Financial Analyst
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Beirut, Lebanon
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SUMMARY OF EXPERIENCE & OBJECTIVE

A highly motivated, productive, customer-focused team player with strong interpersonal, organizational, time management, analytical, and problem-solving skills. Reliable and dedicated with the ability to grasp and apply new procedures quickly in order to organize and prioritize tasks to meet deadlines and adapt to new challenges.

PROFESSIONAL EXPERIENCE

2018 – 2019 **Returns & Receivables Analyst at Aerotek - Montreal (May 2018 – June 2019)**

- Maintained and continually assessed payment risk and client credit worthiness for respective portfolio of accounts through customer evaluations in SAP.
- Delivered business activities that included cash application, clearing, remittance advice handling, query resolution, billing processing, issue investigation and resolution.
- Minimized bad debt risk and maximized accounts receivable collections.
- Provided financial order management support to the Sales and Marketing personnel to control credit exposure i.e. Analysis of orders prior to releasing.
- Defined KPIs and created readable and informative data visualizations reports to communicate data insights to business stakeholders.
- Worked in conjunction with other departments to improve the OTC cycle.

2016 **Collections Specialist Intern at BLOM bank - Beirut (Jun 2016 – Aug 2016)**

- Negotiated payment terms and methods when right party is reached.
- Supported other queues to facilitate teamwork in the department.
- Advised management regarding collection strategy effectiveness.
- Resolved higher level dispute

2013 – 2015 **Sales Associate at ABC Department Store - Beirut (Oct 2013 – Sep 2015)**

- Executed all types of transactions on the POS tool.
- Achieved individual and department monthly sales goals.
- Developed highly empathetic client relationship
- Completed efficient and accurate transfers

EDUCATION

- 2017 – 2018 **Graduate Degree, Business Administration**
John Molson School of Business, Concordia University, Montréal, Canada
- 2013 – 2016 **Bachelor of Business Administration, Banking and Finance**
Arts, Sciences and Technology University, Beirut, Lebanon

AREAS OF EXPERTISE AND STRENGTH

- Strong self-awareness, communication, influence, and learning agility skills
- SAP software
- Reporting tool: Power BI – Tableau
- Multitasking effectively and work on own initiative without supervision
- Solid Analytical thinking, proactive, time and project management
- Microsoft Office (Excel, Word, PowerPoint)

PROFESSIONAL DEVELOPMENT SKILLS

- 2020 – Current **The Business Intelligence Analyst Course**
Udemy.com
- 2019 **Microsoft Power BI – Up and Running with Power BI Desktop**
Udemy.com

INTERESTS

Music, reading, swimming, football, basketball, and skiing

Certificates, References and Recommendation are available upon request.