

# Fatima Hussein Badran

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## Education

### Bachelor in Accounting and Auditing

2016-2018

Lebanese University, Faculty of Economics and Business Administration, Fifth Branch-Nabatieh

- Basic Accounting
- Principles of Management
- Cost Accounting
- Accounting of Individual and Financial Institutions
- Internal Audit
- Feasibility Study

### Master 1 in Accounting and Auditing

2018-2019

Lebanese University, Faculty of Economics and Business Administration, First Branch-Hadath

- Strategic Management
- International Financial Reporting Standards
- International Standards on Auditing
- Advanced Accounting
- External Audit

### Master 2 Research in Accounting and Finance

2019-Present

Lebanese University, Faculty of Economics and Business Administration, Deanery- Hadath

- International Public Sector Accounting Standards
- Behavioural Economics
- Auditing Information Systems
- Organizational Theories

### Bachelor in English Literature

2019-Present

Lebanese University, Faculty of Letters and Human Sciences, Fifth Branch-Saida

## Practices

- Data Entry and Controls training at Professional Accounting Training Center (PATC).
  - Sales, Purchases, Expenses, Inventory, and VAT transactions training
- Internship at Mr. Hussein Jaber office for accounting and auditing.
  - Recording sales and purchases invoices, account receivables and payables, depreciation and VAT transactions
  - Account reconciliations
  - Bank reconciliationsfor different trading companies, restaurants and cafes...etc.
- Part-time accountant at Al Malak Trading Company.
  - Post and process journal entries to ensure all business transactions are recorded
  - Issue invoices and update accounts receivables
  - Perform supplier's reconciliation and update accounts payables
  - File customer invoices, statements, reconciliations and delivery notes
  - Inventory control

## Competencies

- Skilled in Microsoft Office (Word, Excel, PowerPoint, Outlook...)
- Team working: Was a member in a club at LU for two academic years (2015 - 2016 / 2016 - 2017), had meetings with the members and planned for different events. Also, was a guide for LU new students, and is a volunteer at children's activities.
- Patience, precision in work, quick-learner, critical thinking and problem solving.

## Languages

**Arabic** – Native language proficiency

**English** – Intermediate

**Persian** – Basic