

Amal Jouni

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PROFILE SUMMARY

Hardworking, reliable, dedicated and competent Masters in Finance graduate, who demonstrated high levels of motivation, work ethic, backed by 3 years of multiple internships in different business fields including administration, finance sales and accounting .

EDUCATION

American University of Beirut (AUB), Lebanon

September 2020-August 2021

Master degree in Finance

GPA: 3.6/4

Universite Saint Joseph de Beirut (USJ), Lebanon

September 2017-June 2020

Bachelor's degree in Business Administration

GPA: 3.6/4

EXPERIENCE

AUB, Beirut, Lebanon

October 2020-August 2021

Graduate Assistant – Undergraduate office

- supported professors with their courses delivery including monitoring undergraduates during tests and exams, preparing course materials for MBA courses and presentations ect.
- Performed administrative tasks in the office including data entry, Maintain Excel dashboard including student's grades, internships, courses' schedules etc.), Carrying out clerical duties such as answering, dealing with email enquiries, and preparing documents, including office correspondence

Lebanese Company for Trading & Services, Saida, Lebanon

September 2019 -August 2020

Internship – Part time

- Performing administrative duties like performing data entry, receiving phone calls, handling customer service issues, files management, , filing, copying, sorting and delivery of mail, preparation of monthly and weekly financial reports, complete random cash verifications, analyze cashier analysis report, assisted in collecting and maintaining personnel documents and human resources files, including manuals, employees Data, statements contracts, references and other documents using the Microsoft Office suite applications.
- Followed up social media accounts of the company including content creation, reported engagement to higher management, followed up with costumers which included performing purchase request, dealing with clients' inquiries through phone calls and messages
- Assist in maintaining retail and whole sale merchandise by helping process purchase orders and requesting invoices, consulted with costumers to understand their desires and suggest the best products to meet their needs to promote a positive shopping experience for costumers in stores and online.
- Assist in tracking the internal processing of legal documents as well as inventory of hardware and software provided to the manager and external sources (bank, auditors, ect..)

Byblos Bank S.A.L., Saida, Lebanon

June 2019-August 2019

Internship – Branch

- Conducted surveys with 200 costumers about costumers' satisfactions
- Helped customers with ATM issues and clients inquires through phone calls and inside the Branch
- Assist personal bankers and tellers with daily tasks (cash and checks deposit and withdrawal accounts'

- Assisted in completing financial reports to communicate program results to upper management.
- Assisted with administrative tasks and clerical tasks including archiving, data entry, answering phone using Microsoft applications.

PROJECTS

- **Risk management project** – The goal of the project was to compute the value at risk and the expected shortfall of a portfolio of four stocks over a period of 15 years in order to quantify and manage financial risk placing emphasis on measuring market and credit risk where we employed the appropriate quantitative techniques using the econometrics software Eviews.
- **Value analysis for Starbucks corporation stock** – the objective of this project was to estimate the equity market value of Starbucks corporation using different valuation methods, discounted cash flow and multiple valuation approach in order to obtain two separate equity values. A sensitivity analysis was performed over GDP, inflations projections and the weighted average cost of capital for Starbucks.

WORKSHOPS & COURSES

- **Professional Accounting Training Center – PATC** August 2021 – present
Strategic management in family-owned businesses, Saida, Lebanon
- Seminar about entrepreneurship and strategically managing family businesses, by senior expert *Fred de Boer*

SUMMARY SKILLS

Languages: English - Full Professional Proficiency - French - Full Professional Proficiency - Arabic - Native

Computer skills: Microsoft Office Suit skills (Word, Excel, PowerPoint)

Soft skills: Highly organized, strong attention to details, operate with sense of urgency and personal accountability, Ability to work both independently and as a team member with excellent interpersonal skills, Team player and commitment to high quality, detailed work.

Interests: Financial markets, traveling, reading.