

# Noura Farhat

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## EXPERIENCE

### CMA CGM – GBS Lebanon

*Payable Accountant – Cost control*

**Beirut, Lebanon**

*Aug'22–Present*

- Collect stevedoring, port and depot contracts send update OTM
- Maintain and optimize tools like VCR to minimize manual invoice booking and controls including accrual review of abnormal estimates.
- Monitor Agency and SSC performance and KPIs and perform P2P support missions in SSC to improve process and correct recurrent issues.
- Miscellaneous related duties or projects as assigned.

### Al Reem Metal Moulding L.L.C

*Finance Assistant Manager*

**Sharjah, UAE (Remote)**

*Sep'20–May'22*

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Performed detailed financial analysis and research, maintained and prepared correspondence, and completed monthly statements and reports.
- Recommended year-end footnotes on expenses for the annual report.

### Société Générale Banque du Liban, SGBL

*Bank Teller*

**Beirut, Lebanon**

*June'19–Aug'20*

- Cross-sold bank services by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing them to a branch representative.
- Worked under the guidance of Bank Manager to achieve both individual and team sales goals.
- Maintained customer confidence and protected bank operations by handling currency, transactions while keeping information confidential.
- Worked on complex spreadsheets of financial statements to identify and analyze inconsistencies and inaccuracies.
- Provided support to all assigned areas of branch operations where service or assistance is needed, including new accounts, teller, safe deposit, vault teller and lending.

### Stock Trak-St & Interactive Brokers-IBKR

*Intern*

**Beirut, Lebanon**

*Feb'20–June'20*

- Virtual trading applications providing direct access trade execution of stocks, options, futures, forex, fixed income, and funds worldwide.
- Studied and analyzed a variety of financial instruments on the stock market daily.
- Formulated a trading strategy on Microsoft Office Excel.
- Attended financial trading workshops.

### LAU

*Procurement Office Assistant*

**Beirut, Lebanon**

*Sep'17 – May'19*

- Faxed purchase order and made conformation calls.
- Scanned and distributed purchase orders, invoices, receipts, and confirmation emails.
- Communicated with suppliers by phone and in-person.

## EDUCATION

### Lebanese American University

*Bachelor's Degree, Business Administration*

**Beirut, Lebanon**

*Sep'17 – May'20*

### Lycée Franco-Libanais Verdun

*French Baccalaureate, Economics and Sociology (ES)*

**Beirut, Lebanon**

*Sep'02 – Jun'17*

## ACHIEVEMENTS

### Entrepreneurship, From Business Idea to Action – King's College London

Successfully completed the entrepreneurship course, from Business Idea to Action

**Beirut, Lebanon**

## SKILLS

Microsoft Word, Excel & PowerPoint, SPSS, OCEAN, SAGE, LARA, CIRA, VCR

## LANGUAGES

English, French, Arabic, Russian