

LILI ZAHARAN

Finance and Micro-finance

PROFILE

Finance and Micro-finance graduate seeking a position in the field, in a welcoming and hardworking environment.

Hard working, team oriented and have a high attention to the smallest details.

CONTACT

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+961 78 896 553

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HOBBIES

Reading
Swimming
Fitness

EDUCATION

Arab Open University-AOU **Dbayeh, Lebanon**
(2014 – 2018)
Bachelor Degree in Finance and micro-finance.
(Second degree first class honors)

Ghazir Public School **Ghazir, Lebanon**
(2012 – 2014)
Lebanese Baccalaureate in Life Sciences.

WORK EXPERIENCE

Saade International Group SARL (OMT and ARAMEX agent)
(Jan 2021- Aug 2021)

- Perform money transfer operations and process customer transaction.
- Sell and upsell Western Union products and services.
- Perform customer local and international shipments.
- Prepare clients statement of account.
- Prepare bank reconciliation statement.

Mouawad Trading SARL (OMT agent)
(2017 – 2021)

- Perform money transfer operations and process customer transaction.
- Sell and upsell Western Union products and services.
- Prepare monthly, quarterly, yearly closing of the cash register.
- Prepare the annual reporting of taxation to the Ministry of Finance.
- Prepare bank reconciliation statement.

Via Taxi (OMT agent)
(2014 –2017)

- Perform money transfer operations and process customer transaction.
- Sell and upsell Western Union products and services.

Bel Azur Hotel & Resort (receptionist)
(2014 –2014)

Freelance Research Paper writer
(2014 – present)
Writing University papers for students.

COMMUNITY SERVICE

- Volunteer at Caritas Lebanon.
- Volunteer at Sendyane house for elderly care.
- Volunteer at Anta akhi.

CERTIFICATES

- Certificate in Taxation Workshop.
- Certificate in Orientation Workshop " Foundation of success".
- OMT certificate for completing the Ministry of Labor Workshop.
- OMT certificate for completing the Ministry of Finance Services Workshop.
- Anti fraud and compliance training at OMT

COMPUTER SKILLS

- Microsoft Office Word.
- Microsoft Office Excel.
- Microsoft Office PowerPoint.

LANGUAGES

- Fluent in English and Arabic (speaking and writing).
- Good in French (speaking and writing).
- Mediocre in Spanish and German (speaking and writing).