

FATIMA SROUR

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Hamra, Beirut, Lebanon

SUMMARY

Highly motivated and professional finance controller providing high-level support to senior executives. Proficient in preparing monthly closing, cash flow, Letters of credit, PL reports, budgeting, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Lebanese American University

Bachelor's Degree in Business Studies- Accounting

2019 – 2022

Full USAID Scholarship

3.77/4.00

PROFESSIONAL EXPERIENCE

Controller, Finance department

Jubaili Bros S.A.L, Sidon, Lebanon | 2022 – Present

- Produce financial reports for monthly closing procedures, preparing monthly cash flow analysis and budget.
- Quarterly analysis of variances against budget.
- Managing accounting records remotely for the Kuwait branch including accounts payable, payroll, inventory, and account receivables.
- The first contact with the auditors for the company's financial analysis.
- Working on Letter of Credits

Accounting trainee

Jubaili Bros S.A.L, Sidon, Lebanon | 2022

- Data Entry using the WAPS accounting system, bank reconciliations, bank letters and checks, Cash and Credit invoices.
- Payments for foreign and local suppliers, Receivables, Medical Payments, Periodic closing, and Cash management.

Social media/Marketing Intern

CREO Incubator (Remote), London, UK | 2021 – 2022

- Running the company's social media platforms
- Editing and designing videos for CREO and Oxford university.
- Designing and creating content using Canva.
- Developing a social media marketing course for the company's educational approach.

Accounting Intern

Choujaa Audit firm, Beirut | 2020– 2021

- Data Entry using Dolphin Accounting system and bank reconciliation

Accounting Intern

BEMO Banque, Digital Internship | 2020

Bank processes, hands-on experience and learning on different business areas

SKILLS

- Languages: English and Arabic (fluent)
- Business: Analytical, communication, time management, teamwork, highly motivated
- Computer: Microsoft Office (Word, Excel, Power Point & Outlook), Dolphin Accounting system, WAPS, Canva.

CERTIFICATIONS

- IAEP certificate from the Institute of Internal Auditors in collaboration with LAU 2022
- Certificate of completion of 12-week course on understanding Long-term investing 2021
- Training completion certificate for the fundamentals of digital marketing from Maharat Min Google 2020
- Certificate of Achievement for completion of the intensive English Access Micro Scholarship Program; having a perfect attendance of 400 hours; sponsored by the U.S. Embassy, Lebanon. (2016-2018)
- Certificate of Participation in the project citizen training and showcase with Fulbright Alumni Association of Lebanon. (2017)

COMMUNITY SERVICES

- Student mentor of scholarship students, LAU 2021
- Volunteer in KETOB B KETOB with the PR team 2020
- Volunteer- MMKN NGO 2019
- Fundraising with Maarakeh municipality 2018

ACHIEVEMENTS

- Waitlisted in LAU CASE Competition for our project named "Turn Your Lights On".
- Awarded a fully funded scholarship funded by USAID at LAU
- Led and planned a community service project about Career Guidance with MMKN NGO
- Awarded IMA CMA Program Scholarship

WORKSHOPS

- Public speaking, CV writing, Civic Engagement, Safety Awareness workshops
- Life coaching/Emotional Intelligence & Networking and Positive Contribution to Society workshops