

# Medhat SAED EL DINE

**Senior Executive assistant /  
Junior Financial Analyst**



## Contact

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### Date of Birth:

23 Mars 1992

## Summary

I am a finance graduate with 7+ years of experience in the administrative field within the educational sector. My ambition toward finance developed since early realizations, and I am currently enrolled in the Masters program of Financial Engineering. I possess strong multi-tasking and analytical skills, with the ability to simultaneously manage several projects on tight schedules.

## Education

Master in financial engineering – Present

Conservatoire National Des Arts Et Métiers - L'ISSAE Cnam-Liban

Bachelor degree, **Economic and Financial Analysis** – 2014

Conservatoire National Des Arts Et Métiers - L'ISSAE Cnam-Liban

## Experience

**Educational Assistant / Senior Executive Assistant - Business**

**Department** – January 2015 to Present

**Conservatoire National Des Arts Et Métiers - L'ISSAE Cnam-Liban**

- Handle the orientation of undergraduate and graduate students, as well as processing high administrative files.
- Ensure the curriculum, professors', and students' careers comply with the policies and regulations of Cnam Paris.
- Assist in evaluating our students' files by giving educational and scientific insights that are compatible with the French and Lebanese terms.
- Monitor the implementation of educational activities according to strategies, proposals, budgets, and plans.
- Delegate responsibilities and tasks by working closely with the quality assurance unit.
- Oversee examinations and ongoing support for instructors, tutors, and learning facilitators to improve instructional practices.
- Monitor, evaluate, and suggest changes and improvements in our programs and curriculum based on research and discussions with students, professors, and market leaders.
- Create a detailed work plan that identifies and structures the activities needed to complete the semester successfully. In addition to organizing a periodic pedagogical council for each semester with the aim of selecting the teachers and preparing the course offerings for our branches.

## Languages

Arabic - Native

French - Fluent

English - Fluent

## Software Skills

Microsoft Office (Word, PowerPoint, Excel, Outlook)

QuickBooks

Zotero

## Soft Skills

Effective communication

Conceptual and analytical skills

Effective interpersonal skills

Good organization skills

Time management

Flexibility

Leadership

- Assist students to access the curriculum safely and support them in mainstream classes, including all academic subjects in the faculty.
- Work closely with the finance department to prepare teachers' payments after verifying their contracts and granted hours during the semester.
- Communicate and coordinate internally with the team members from different departments and faculties to ensure meeting the goals of the department specifically, and the organization generally.
- Plan and facilitate the kick-off of workshops in our department, as well as participate in the management of our new projects by assisting in developing a framework for each project, including measurable indicators (KPIs), all means of verification, and monitoring tools.
- Conduct regular field monitoring visits to our branches to support the team, ensure quality implementation of our programs, and help students solve their problems.
- Represent the Business department at Cnam in relevant forums/clusters, including Accounting Experts Syndicate conference in Lebanon.
- Prepare periodic administrative, pedagogical, and other ad-hoc reports and raise them directly to the dean of the Business Faculty.

### Accountant – 2011 to 2015

#### Ever Fresh Food and Retail

- Document financial transactions, Journal entries/Bookkeeping.
- Prepare Balance sheet, P&L Statement & other reports
- Substantiate financial transactions by auditing documents.
- Secure financial information by completing data base backups
- Contribute to team effort by accomplishing related results as needed.
- Maintain financial security by following internal controls.

### Tutoring – 2011 to 2015

- 500+ hours of private tutoring sessions in corporate and market finance, fundamental of accounting, micro and macroeconomics, among others.

## Personality

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Punctual

Creative

Team Player

Trustful

## Certificates

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- **Financial Management** - Conservatoire National Des Arts et Métiers
- **Accounting Fundamentals** - Corporate Finance Institute (CFI)
- **Reading Financial Statements** - Corporate Finance Institute (CFI)
- **Introduction to Corporate Finance** - Corporate Finance Institute (CFI)
- **Excel Crash Course - Spreadsheet Formulas for Finance** - Corporate Finance Institute (CFI)

## INTERSHIP & TRAINING

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**Training** – 1 April 2014 to 10 May 2014

**Bank Audi**

**Counter operation:**

Transactions:

- Legal Aspects, Risk and Execution.
- Cash Deposit (value dates, conditions)
- Cash Withdrawal (Risk, Signature, Passbook).

Swift:

- Outgoing / incoming transfers.
- Check withdrawal (legal conditions, signature, risk...)
- Check purchase (for collection, value date ...).
- Public services (document management, procedures...)
- TVA Transactions Menu / Fees & Taxes Menu.

**Customer service operations:**

Customer / Account file:

- Create new profile & account / required documents.
- Private and general proxies.
- Account nature (Individual, joint, and/or accounts)

**Training at the financial department** – 02 January 2013 to 02 June 2013

**Farhat for Building and Constructing**

- Evaluate capital budgeting projects, evaluate projects with real option, and analyze project risks.
- Implement pricing strategies and costing models; made profitability and pricing review recommendations.
- Determine financial status by comparing and analyzing plans and forecasts with actual results.
- Provide information to management by assembling and summarizing data, preparing reports, making presentations of findings, analyses, and recommendations.