

Alaa Hajj Chehade

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EDUCATION

Beirut Arab University

Bachelor in Banking and Finance

Beirut, Lebanon

2019-2022

- GPA: 3.6

WORK EXPERIENCE

HS ELECTRIC

Manager

Sibline, Lebanon

May 2022-Present

- Managing staff.
- Planning and evaluating department activities.
- Managing company's assets and liabilities.
- Monitor the fiscal health of the company.

Makhzoumi Foundation

HR Intern

Beirut, Lebanon

Mar 2022-Apr 2022

- Gathered payroll data like working hours, leaves, and bank accounts.
- Screened effectively resumes and application forms which enables the proper selection of candidates with a significant increase in productivity and teamwork.
- Reviewed and distributed company policies in digital formats or hard copies.

Sarrouh Auditing

Accountant Intern

Beirut, Lebanon

Jan 2022- Mar 2022

- Prepared financial reports, such as balance sheets and income statements, invoices, and other documents with a 70% decrease in spending.
- Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records.

Banque Du Liban

Trainee

Beirut, Lebanon

Jul 2021- Aug 2021

- Audited financial statements of Banque Du Liban and other financial institutions.
- Involved in different operations conducted by BDL on a daily basis including fiscal policy, monetary system, security, and portfolio management.

ISST Consultancy

Finance Intern

Beirut, Lebanon

Apr 2021- May 2021

- Shadowing members of the Accounting department as they perform their duties.
- Prepared financial reports, such as balance sheets and income statements, invoices.

Amwaj Construction and Engineering

Accountant Intern

Beirut, Lebanon

Jul 2020- Aug 2020

- Prepared accounts and tax returns with an 80% increase in profit and 60% reduction in costs.

Agrimedica

Financial Audit Intern

Chehim, Lebanon

Jun 2019- Dec 2020

- Documented the processes and key controls used during the auditing process.
 - Reported the finding and present them to the management.
 - Helped with the forecasting and budgeting to manage expenses.
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SKILLS & INTERESTS

- **Skills:**
 - Microsoft office.
 - people management.
 - accounting software.
 - Analytical skills.
 - Reliable and professional.
 - Team player.
 - Fast learner.
 - Time management.

 - **Certificates:**
 - Creative thinking & Communication skills certificate (UNICEF).
 - Career planning certificate (Macquarie University).
 - Digital marketing certificate (Anzimaty Agency).
 - IC3 Digital literacy certificate (Certiport by Pearson Vue).

 - **Languages:**
 - Arabic (Native).
 - English (Fluent).
 - French (Limited working proficiency).
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