Elias Aoun

Beirut, Lebanon

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EDUCATION

Graduate Diploma (Online), American University of Beirut (AUB), Beirut, Lebanon *Sept 2024 - Expected Jun 2025*
- Specialization: Investment Analysis and Modern Portfolio Management

Bachelor of Science in Business, Lebanese American University (LAU), Beirut, Lebanon *Sept 2021 - Jun 2024*
- Emphasis: Banking and Finance
- Placed on the Dean's Honor List (CGPA: 3.31/4.0)
- Awarded a Full Merit Higher Education Scholarship (HES) funded by USAID

PROFESSIONAL EXPERIENCE

Finance Intern, Chemonics International, Beirut, Lebanon *Dec 2024 - Jan 2025*
- Assisted the finance department in reviewing over 300 transactions and documenting all financial records.
- Monitored compliance with regulatory requirements, ensuring 100% adherence and maintaining financial integrity.
- Administered payroll processes, issuing checks and disbursing payments, for over 30 employees and consultants.
- Verified procurement transactions, tracked debit/credit entries, and ensured 100% transaction accuracy.

Assistant Cards Operations Coordinator, Blom Bank, Beirut, Lebanon *Jul 2024 - Oct 2024*
- Reconciled daily and monthly Visa, Mastercard, OMT transactions, and bank accounts, ensuring 100% accuracy.
- Executed over 100 monthly interbank transfers, consistently meeting internal Service Level Agreements (SLAs).
- Investigated and resolved fraudulent transaction cases, strengthening fraud detection and prevention protocols.
- Identified and rectified over 15 accounting discrepancies monthly, improving financial reporting accuracy by 10%.

Management Consultant Intern, Salem Group, Beirut, Lebanon *Jul 2023 - Aug 2023*
- Conducted market research, feasibility study, budgeting, and business plan for a major project in Lebanon.
- Evaluated project risks and developed mitigation strategies, collaborating with data analytics and senior consultants.
- Prepared a comprehensive project proposal, contributing to securing 100% stakeholder approval.

Teller and Customer Service Intern, Bank Audi, Al Zaydanieh, Lebanon *Jun 2023*
- Processed over 150 client transactions weekly, supporting a customer satisfaction rate of 95%.
- Leveraged advanced banking software to streamline operations, reducing transaction processing time by 30%.
- Contacted clients to collect payments, conducted due diligence, and ensured regulatory compliance.

EXTRACURRICULAR AND LEADERSHIP ACTIVITIES

- **Emergency Medical Responder,** Lebanese Red Cross, Jezzine, Lebanon *Mar 2025 - Present*
- **Project Leader,** USAID, Beirut, Lebanon *Sept 2022 - Sept 2023*
- **Academic Tutor,** Lebanese American University, Beirut, Lebanon *Sept 2022 - May 2024*
- **Medic,** Caritas Lebanon - Emergency Response Unit, Jezzine, Lebanon *Aug 2022 - Mar 2024*
- **Member,** United Nations Global Compact Network - Brain Lab Program, Beirut, Lebanon *Nov 2021 - Jun 2022*
- **Volunteer**, Lebanese Red Cross - Youth Sector, Jezzine, Lebanon *Dec 2020 - Jul 2024*

CERTIFICATES

- **Introduction to Monitoring and Evaluation,** IFRC *May 2024*
- **LSEG Finance Essentials and Workspace,** London Stock Exchange Group *May 2024*
- **PwC Elevate Program,** PwC Middle East *Mar 2024*
- **Smart Shield: Cybersecurity Workshop,** LAU, BMB Smart and Arcshields *Oct 2023*

SKILLS

- **Soft Skills:** Leadership, Communication, Teamwork, Time Management, Problem-solving, Analytical Thinking.
- **Technical Skills:** Financial Analysis, Financial Reporting, Data Analysis, Basic Accounting, Economics.
- **Computer Skills:** MS Office Suite (Word, Excel, PowerPoint, Outlook), Oracle Flexcube, AS/400, Tableau.
- **Languages:** Arabic (Native), English (Fluent), French (Fluent).