

## **Lara Wehbi**

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Citizenship: Lebanese

Birth Date: 17/11/1998



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### **EDUCATION**

**Lebanese University (LU), Beirut, Lebanon**

*M.A. – Financial Economics & Banking*

Graduated: Dec. 2021

**Lebanese University (LU), Beirut, Lebanon**

*B.S. – Economics*

Graduated: Sept. 2019

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**Overview:** *I can describe myself as Very hard-working, charismatic, highly motivated & dedicated person, who is currently developing her technical skills is chasing to deliver the extra mile of work/ Project granted. Moreover, being an independent oriented individual, struggling to get new challenges, has graduated with a master's in economics. Gained a fruitful extensive experience in, technical support development, customs (import& export), financial accounting, & education. Within these gained skills & qualities, I believe that I am a strong candidate for the job you are currently seeking as it is shown on your website and other career portals. Nevertheless, I might not have the right experience or education for the job, **BUT** I am the type of person that will never stop trying neither learning to get the output planned. Looking forward for a chance to proof the above skill set explained as I believe that it will give me a strong qualification for the position that you are seeking.*

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### **PROFESSIONAL WORK EXPERIENCE**

**White Stork Inc, Beirut, Lebanon**

**Business Analyst**

May.2022 -Present

- 1- Building up client relation – Understand Clients exact need.
- 2- Deliver Customer needs to Developers – Translate Client's need into development language.
- 3- Provide all necessary approval input to Developers + Tasks + Update based on client's need.
- 4- Project Testing after completeness of developers work.
- 5- 2 projects delivered:
- 6- Minting Web Application –
- 7- Commercial Accounting software –
- 8- Raise any issue on spot, through Jira, Agile methodology, or any other supporting channel available.
- 9- Project completion status, through Spring Review, Sprint delivery, project Pilot leading.

**Intermed Ceramica, Beirut, Lebanon**

**Import Export Coordinator**

Sept.2021 -May 2022

- 10- Communicate with relevant factories to insure goods are ordered.
- 11- Build Strong relation with clients outside Lebanon
- 12- Invoicing clients outside Lebanon.
- 13- Middle person between supplier's vs clients across EMEA Region.
- 14- Make sure all Logistics costs are covered, invoiced, and accounted.
- 15- Perform quotation Search/ checks with logistics companies
- 16- Perform checks on all legal aspects of importing/exporting procedures.
- 17- Perform R&D on all potential suppliers to get best quotas.
- 18- Perform Order to invoice (O to I) strategy –
- 19- Implementing all invoicing accounting methodologies.
- 20- Maintain cashflow and liquidity – perform liquidity management analysis.

## **Damac Properties**

### ***Real Estate Promoter***

Aug.2021- Aug.2021

- 1- Promote all pending real estate projects available for sale.
- 2- Make sure that real estate data is up to date. Provide tours for potential clients
- 3- Perform professional communication with the market.

### ***Private Teacher***

Aug.2016- Aug.2020

- 1- Provide private tutoring for kids, middle school, and high school students.
  - 2- Teaching English, Economics, Mathematics.
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## **LEADERSHIP EXPERIENCE**

### **UNDP – YLP 7, Beirut, Lebanon**

#### ***Youth Leadership Program***

May.2021 – Dec.2021

### **The Volunteer Circle – Lebanese Food Bank, Bank al Baraka, Beirut, Lebanon**

#### ***Quality Control Volunteer***

May.2020 –June.2020

## **LANGUAGES**

- 1- **English:** Proficiency
- 3- **Arabic:** Native

## **SKILLS**

- 1- **Microsoft office -Professional level** (Excel, Word, Power point, Access, Outlook, SPSS)
- 4- **Communication, Team building, Management, Organizational.**
- 5- Uдеми, Jira, & other accounting software's.

## **ADDITIONAL INFORMATION**

*References Upon Request.*

*I hereby agree for the processing of my personal data included in my application for the needs of the recruitment process in accordance with the Law dated 08.29.1997 on the Protection of Personal Data, Journal of Laws No. 133*