

CATHERINE KHAZZAKA

FINANCE ASSISTANT

PERSONAL PROFILE

I am a finance assistant with a strong background in strategy and analysis, dedicated to achieve organizational growth and profitability while continuously expanding my expertise.

CONTACT DETAILS

- Mobile: +961 76 058373
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- LinkedIn: linkedin.com/in/catherine-khazzaka

ACADEMIC BACKGROUND

Saint-Joseph University - Beirut

Master degree in accounting, auditing and control | 2021 - 2023

- Ranked first during the first year - GPA: 3.43

Bachelor degree in Business and Management | 2017 - 2020

- Ranked first - GPA: 3.3

SKILLS

Financial Management	Time management
Research & Analysis	Public Speaking
Content Creation	Communication
WordPress	Fast learner
Teamwork	Hard worker
Reliable	Professional

ONLINE CERTIFICATES

United Nations Global Compact Academy

- SDG Ambition Accelerator | 05/04/2023

Beit Al Karma Consulting

- Monitoring, Evaluation and Learning | 25/02/2023

Coursera

- Marketing in a Digital World authorized by University of Illinois | 25/12/2020
- Influencing People authorized by University of Michigan | 16/11/2020
- Personality Types at work authorized by University of Florida | 25/11/2020

PROFESSIONAL CAREER

Finance Assistant

Caretek - Achrafieh | 22/06/2023 - Present

- Managing cash flow and liquidity to meet the company's financial obligations
- Developing and implementing treasury policies and procedures to enhance financial controls and mitigate risks
- Recording financial transactions and maintaining accurate records
- Reconciling accounts payable/receivable and bank statements
- Assisting with the preparation of reports like cash flow projections, aging reports, project budget reports, and other relevant financial metrics
- Assisting external auditors in gathering necessary documentation and explanations
- Providing excellent customer service by addressing inquiries related to billing, payments, and account balances

Associate Business Consultant

Transformeus - Achrafieh | 20/04/2022 - 28/04/2023

- Developed compelling proposals that effectively communicate the company's goals, services, and outcomes
- Conducted feasibility studies and developed business plans, resulting in successful launches and growth
- Performed extensive market research to gather insights on industry trends, customer preferences, and competitive landscape, enabling growth opportunities for clients

Private Tutor

Self-Employed | 9/10/2020 - 1/04/2022

- Worked with university students to improve their skills in certain subjects (Macro-Economics, Management Control, Economic Policies, Financial Math, Financial Analysis, Statistics...)
- Developed rigorous lessons and grading tests
- Created and maintained a welcoming, friendly and engaging environment for teaching
- Relayed information to parents and university when necessary

INTERSHIPS

Kassatly - Chtaura | 26/07/2020 - 17/08/2020

- Engaged in the activities of several departments (Human Resources, Stock Control, Sales, Warehouse, Procurement)

Banque Libano Française - Chtaura | 17/06/2019 - 10/08/2019

- Operational department: understood the principle of accounts, checks, payments and withdrawals, transfers, and the domiciliation of bills
- Commercial department: creation and closure of accounts, bank cards, loans, FATCA