

## **EDUCATION**

**American University of Beirut**  
Master's in Finance

**Sept. 2018-July 2019**

**Lebanese American University**  
BS in Banking and Finance | *High Dist.*

**Sept. 2015-May 2018**

## **EXPERIENCE**

**Chedid & Associates S.A.L.**

**Sept. 2019-Jan. 2023**

Quality Control Officer

- Audit and generate placement cover and endorsement files by ensuring alignment to the binding process to avoid any coverage gap
- Review cedants and reinsurers debit/credit note closings to take necessary actions and ensure alignment to the agreement terms
- Involved in a cross team responsible for binder/facility closures and reporting
- Follow up and resolve pending issues with other Departments to facilitate operations and ensure meeting deadlines
- Respond to queries received from Placement, Claims, and Accounting teams
- Keep abreast the latest regulations for compliance purposes

**American University of Beirut**  
Graduate Administrative and Teaching Assistant

**Sept. 2018-July 2019**

**KPMG**

**July 2018**

Internship - audit department

- Conducted an online training to better understand the accounting and financial standards
- Consolidated financial statements of a company and its subsidiaries
- Visited a target client "IFRC" and get in touch with their financial statements

**Fransabank Branch**

**June 2018**

Internship

- Undergone 1 month shadowing at a branch
- Got exposed to the various banking concepts
- Assisted in the administrative tasks

**Blom Bank**

**Aug. 2017**

Branch Internship

- Exposed to the various operations made at the bank
- Experienced customer service and satisfaction
- Gained networking and communication skills

**Trade Union**

**Dec. 2017**

- Structured and arranged data into a database on excel to be used for future reference

## **EXTRACURRICULARACTIVITIES**

**Beirutiyat organization** – Assisted in organizing entertainment days for orphans

**Apr. 2018**

**Lebanese Red Cross** – First Aid Practice

**2015**

**Lebanese Civil Defense** - Assisted with basic duties

**2014**

## **HONORS AND REWARDS**

**IVY chain** – Highest CGPA in the Banking & Finance major

**Spring 2018**

**LAU Reward recipient** – Being the holder of the highest cumulative GPA

**Spring 2017**

**Full CNRS Scholarship**

**Sept. 2015-May 2018**

**Blom Shabeb Reward** – Perseverance and outstanding Performance in Lebanese Baccalaureate

**Sept. 2015**

**UNESCO and CNRs Reward** – Attaining the fifth rank in Lebanese Baccalaureate

**Aug. 2015**

## **CERTIFICATES**

**CII Level 3**

Certificate in Insurance

**Apr. 2022**

**ERECC**

Certificate of Achievement

**Dec. 2019**

**Beta Gamma Sigma Society**

Certificate of Membership

**Oct. 2017-Present**

**Safety Awareness Club-LAU**

Certificate of Membership

**Sept. 2016-May 2018**

**LAU**

Certificate of Distinction

**Mar. 2017**

**Injaz**

Certificate of Achievement

**Nov. 2017**