

# OMAR EL HAFI

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## Objective:

Seeking an internship in audit.

## EDUCATION:

### Lebanese American University, Beirut, Lebanon

Bachelor of Science in Business Studies - Banking & Finance

Bachelor of Science in Business Studies - Accounting

### Honors Program-Advanced Track Courses

### Ecole des Soeurs de Saint Joseph, Beirut, Lebanon

Lebanese baccalaureate

Sept 2021-Expected May 2024

Major GPA 3.97/4.0

June May 2021

Grade: 17.94/20.00

## EXPERIENCE:

### Dealer – Beirut Brokerage Corporation, Beirut, Lebanon

Oct 2022 - Present

- Perform Chart Analysis
- Conduct market research and fundamental analysis and performing figures analysis.

### Accountant Of 2 NGO branches-Palestinian Arab Women League

June 2022- Present

- Prepare entries of All of 2021 year (Payments, Receipts, Cheques, Petty Cash).
- Reconcile Bank Accounts, Cash accounts.
- Fill the Tax-free NGO forum to the Ministry of Finance

### Marketing Intern – Beirut Brokerage Corporation, Beirut, Lebanon

Sep 2022-Oct 2022

- Telemarketing skills, customer support

### Accounting & Back Office Intern – Beirut Brokerage Corporation, Beirut, Lebanon

Aug 2022-Sep 2022

- Rotate in many departments such as dealing room, compliance (with BDL reporting), back office and accounting.
- Prepare and analyze data about all transactions of the last 3 months in the corporation.

### Intern-Banque Du Liban.

July 2022-July 2022

- Gain an overview of all departments and their functions and their relationship to other banks.
- Write a report about the function of the Central Bank and the function of each department.

### Accounting & Finance Intern-Sets international, Beirut, Lebanon

May 22-June 22

- Prepare financial statement off a trial balance.
- Reconcile banks across 20+ areas of operations.
- Journalize entries, (opening, receipt, payment, cheques, petty cash, and sales vouches) in addition to documentation and filing of these entries.

## EXTRA CURRICULAR ACTIVITIES:

Member-Finance Club at LAU

Sept 2021-Present

Member-Data Analytics Club at LAU

Sept 2021-Present

## Volunteering:

Volunteer – New Breath

Jan 2017 – Dec 2019

Volunteer – Shabebik Association

Jan 2019-Dec 2019

## CONFERENCES, WORKSHOPS, AND SEMINARS:

- Leading and Managing People-centered Change 9 hours course by Durham University, London, remotely –Sept 2019
- Digital Marketing Skills You don't learn at school by Schema zone, Toronto, remotely– Feb 2022
- Save the Children 30 Hours workshop -2019

## Key Skills & Competencies:

**Computer:** Microsoft Office (Word, Excel, Power Point & Outlook) Impact Accounting, NAV, and SQL

**Languages:** English, Arabic and French (Fluent, Delf B2 71,5/100), and Spanish (beginner)