

# YARA ALDOWI

## Accountant

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## SUMMARY

Highly skilled accountant and honored student with a strong background in financial management and analysis. Expertise in multitasking and effectively managing multiple projects simultaneously while ensuring accuracy and meeting deadlines. Proficient in preparing financial statements, managing budgets, conducting audits, and ensuring compliance with tax regulations. Recognized for exceptional academic achievement, earning accolades for outstanding performance in accounting courses and related subjects. Possesses strong analytical skills, attention to detail, and ability to work with complex financial concepts. Excellent communication skills, adept at conveying financial information in a clear and concise manner. Proven ability to provide sound financial advice, contribute to strategic decision-making, and collaborate effectively with stakeholders. Committed to delivering accurate financial insights and optimizing financial performance through effective multitasking and communication abilities.

## EDUCATION

Master Research Accounting and Auditing ( Ranked First Place at M1 - Third At M2 )

Lebanese University

09/2021 - 06/2021

Bachelor Accounting and Auditing ( 4 Honorlist Awards )

Lebanese University

09/2016 - 07/2019

Baccalaureate socio-economics

Alkawthar Highschool

09/2001 - 07/2016

## EXPERIENCE

Educational Consultant

Study International UK

04/2021 - Present Casablanca, Morocco

Educational consultancy based in London, United Kingdom. And are strategically located to serve high quality students and their families.

- Planning seasonly targets, tracking progress, accurately recording of data, and ensuring compliance with regulations.
- Establishing effective partnerships that foster collaboration, resource sharing, and community engagement to support educational goals.
- Securing grants that provide resources for innovative programs, technology upgrades, or professional development initiatives, thereby enhancing the educational experience for students.
- Implementing data collection techniques, conducting comprehensive data analyses, and providing actionable recommendations that lead to evidence-based decision making and improved outcomes.
- Using management systems, data analysis tools, multiple softwares, and Ms office tools to keep all the work organised and coherent.
- Effectively communicating with students, universities' representatives, organizational hierarchy and with the team.

Trainer

Minds For Community

10/2022 - 02/2023 Beirut, Lebanon

NGO concerned with the creation of ideas and community's activities that take care of children & families to re-adjust their psychosocial balance

- Fostered a positive learning environment by creating a nurturing and inclusive classroom atmosphere that encouraged active participation, teamwork, and mutual respect among students.
- Implemented classroom management techniques to ensure a safe and conducive learning environment for all participants.
- Collaborated with professionals, volunteers, and guest speakers to enrich the learning experience of the children.
- Conducted assessments and evaluations by developing and administering regular assessments to evaluate student progress and identify areas for improvement. Analyzing data from assessments and provided constructive feedback to students and parents to support their continuous growth and development.
- Prepared monthly payrolls for the team.

# EXPERIENCE

## Accountant

### Al Rida Travel Agency

02/2020 - 03/2021 Beirut, Lebanon

An economic travel agency that is committed to an unforgettable travel experience all around the world.

- Implemented cost-saving measures by identifying inefficiencies in financial processes and developing and implementing cost-saving strategies. This resulted in significant reductions in operational expenses and improved overall financial performance.
- Streamlined financial reporting: by enhancing the accuracy and efficiency of financial reporting by implementing automated systems and standardized processes. This led to timely and reliable financial statements, enabling better decision-making and improved transparency for stakeholders.
- Led successful audits which acted as the key point of contact for external auditors and led successful audits with minimal findings.
- Ensured compliance with accounting standards and regulations, resulting in clean audit reports and maintaining the organization's financial integrity.
- Monitored and analyzed cash inflows and outflows, resulting in improved liquidity and reduced borrowing costs for the organization.
- Provided financial insights for strategic decision-making by Generating financial reports, performed financial analysis, and presented key insights to management, supporting strategic decision-making.
- Provided actionable recommendations based on financial data, contributing to the organization's growth and profitability.

## Trainee

### BLOM BANK

07/2019 - 10/2019 Beirut, Lebanon

BLOM BANK, which has frequently been selected as the Best Bank in Lebanon by the most recognized regional and international financial institutions, relies on its people to realize its business vision and take it to new heights.

- Demonstrated strong attention to detail: Exhibited a high level of accuracy and attention to detail in performing financial calculations, reconciliations, and data entry. Ensured the integrity and reliability of financial information.
- Developed strong foundational knowledge: Successfully completed training programs and coursework, acquiring a comprehensive understanding of accounting principles, financial analysis, and banking regulations.
- Assisted in financial statement analysis: Collaborated with senior accountants and financial analysts to perform detailed financial statement analysis, including balance sheet reconciliations, income statement analysis, and cash flow analysis. Contributed to accurate financial reporting and decision-making.
- Supported month-end close processes: Assisted in month-end closing activities, including journal entries preparation, general ledger reconciliations, and variance analysis.

# SKILLS

Ms office	Enterprise Resource Planning (ERP) Systems		Data Analysis and Visualization	
Spreadsheet Proficiency	Accounting Software Proficiency		Online Collaboration	Tool / Technology
Auditing	Bookkeeping	Financial Analysis	Financial Reporting	Risk Assessment and Internal Controls
Attention to Detail and Accuracy		Strong communication skills	Problem-Solving	Continuous Learning
Time Management	Analytical Thinking			

# LANGUAGES

Arabic Native	English Proficient
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# TRAINING / COURSES

Emotional Intelligence	Public Speaking	Training of Trainers
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