

Jana M. El Sabeh Ayoun
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Profile

A motivated, dedicated and detail-oriented Banking and Finance fresh graduate from Rafik Hariri University with high sophisticated skills, communication skills, organization skills and problem-solving skills. Seeking new opportunities to utilize my knowledge and learn from experienced professionals in the field.

Work Experience

May 2023 – July 2023

Jubaili Agrotec (JAT OFFSHORE) |Saida, Lebanon

Accountant Intern

Day to day data entry such as purchases, sales vouchers, journal vouchers, receipts vouchers ...

Bank reconciliation by comparing firm's internal ledgers with its bank accounts

Sister companies' reconciliation by comparing firm's internal ledgers with its sister companies accounts

Vouching by making sure that accounting entries in company's books are documented with evidence (invoices, receipts, and statements)

DOE by making sure that the difference of exchange that a company uses is accurate

Contacting suppliers and third parties for updates and statements

Early 2019 - Present

L'amande Chocolate |Saida, Lebanon

Family Business, managing social media platforms, creating content, influencer marketing, improving the brand and directing the business

Summer 2020

Sabeh-Ayoun Auditing and Financial Consultation |Saida, Lebanon

Data Entry, entered data and worked on basic accounting programs

Education

September 2020- May 2023

Rafik Hariri University | Mechref, Lebanon

BBA in Banking and Finance ACBSP Accredited

Graduated with High Distinction

Overall GPA 90.79

September 2005- July 2020

Houssam Eddine El Hariri High School |Sharhabil, Lebanon

Lebanese Baccalaureate in Sociology and Economics

Graduated with High Distinction

Volunteering

Summer 2021-Present

Lebanese Red Cross - Disaster Management Sector, Saida, volunteer, Participate and help in multiple projects that help in the economic, environmental and welfare of the community such as providing awareness sessions, kits distribution and various on field work
WASH (hygiene promotion, hygiene kits, PHAST, ITC, Community events, CCOM)
PMER (Surveys)
Livelihood (surveys, interviews, FGD)

May 2020

Enta karim NGO, Saida, volunteer, cooked daily hot meals for the less fortunate in Saida, distributed food boxes to the less fortunate in Saida, Distributed toys and Eid gifts in Saida and towns around

Summer 2018

Enta karim NGO, Saida, volunteer, organized fundraising events, invited orphans to an open day

Honors and activities

2021-2023

Placed on university president's list for 4 consecutive semesters

March 2022

Attended the LAU case competition webinar series
Basic of consulting, case solving, PowerPoint tools, and introduction to financial analysis

September 2018- March 2019

Bridging the Gap Program, old Saida souks, researcher, researched about history of Shekrieh street, wrote a documentary about the findings
Won the best project award of the program

November 2018

HHHS MUN conferences, Saida, Head of Global Village, organized global village, coordinated with delegates and instructors,

Skills

Languages:

Arabic (Native tongue): fluent in speaking, good in writing
English fluent in speaking, good in writing

Microsoft office

Word, Excel, PowerPoint, and Access

Soft skills

Interpersonal Skills, Problem Solving, Teamwork Skills, Communication Skills, Leadership Skills