

Tarek Kaissi

Financial Analyst | Consultant

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Summary

A dedicated and detail-oriented financial intern seeking experience in the finance and consultancy industry. Proven record of engaging in physical rotations among departments to gain hands-on experience and deeper insights into their respective operations and functions. Performs well in collaborative environment with clients, co-workers and leaders. Adept at assisting in conducting financial analysis and performance evaluation of the bank's assets, liabilities, and investment portfolios to support decision-making processes. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Finance Intern – 07/2023 to 08/2023

Banque BEMO S.A.L., Beirut, Lebanon

- Acquired comprehensive knowledge and practical exposure across diverse departments through active participation.
- Participated in daily Zoom sessions for in-depth departmental presentations, gaining valuable insights into various operations.
- Engaged in physical rotations among departments to gain hands-on experience and deeper insights into their respective operations and functions.
- Assisted in conducting financial analysis and performance evaluation of the bank's assets, liabilities, and investment portfolios to support decision-making processes.
- Supported the risk management team in assessing and mitigating financial risks, including credit risk, market risk, liquidity risk, and operational risk, through analysis and monitoring activities.
- Aided in preparing financial reports, statements, and presentations for internal and external stakeholders, ensuring accuracy, compliance, and timely submission.

Finance Bootcamp Intern – 06/2023 to 07/2023

Malia Group, Beirut, Lebanon

- Rotated through Finance, Credit, Procurement, Accounting, and Internal Audit departments, gaining diverse experience.
- Developed cash flow and income statements, conducting comprehensive financial assessments to support decision-making.
- Prepared Statements of Account (SOA) and conducted aging analysis to monitor accounts receivable.
- Conducted research on suppliers, assessed capabilities, and negotiated contracts to optimize procurement processes.
- Verified invoices, managed bank reconciliation, and ensured compliance with audit Policies and Procedures (P&P) to uphold financial integrity and regulatory requirements.
- Assisted in preparing financial reports, statements, and presentations for internal and external stakeholders, ensuring accuracy, compliance, and transparency in financial disclosures.

Education

Bachelor's Degree in Business Studies: Emphasis in Finance – 2024

Haigazian University, Beirut, Lebanon

Certifications

NxL Youth Empowerment Program (Season 2) – Nestlé and L'Oréal, 2023

Financial Analysis Fundamentals Certificate – Corporate Finance Institute, 2023

Skills & Expertise

- Financial Analysis
- Financial Reporting
- Market Research
- Customer Service
- Analytical Skills
- Communication Skills
- Problem Solving
- Time Management
- Data Collection
- Teamwork
- Adaptability
- Ethical Conduct
- Microsoft Office Word
- Microsoft Office PowerPoint
- Microsoft Office Excel
- Python

Languages

Arabic: Fluent | **English:** Fluent | **French:** Beginner