

Rawan Rajeh

Beirut, Lebanon - 00961 81457610 – RawanRajeh22@gmail.com

WORK EXPERIENCE.

Junior Financial Controller: Risk

June 2023-Present

- Assist in the preparation of monthly/quarterly financial reports of the group entities.
- Conduct a monthly/quarterly variance analysis of actual to budget, providing commentary and follow up on outstanding actions.
- Perform the recurring financial audits and control tasks over the group entities.
- Assist in the preparation of business plans and budgets for the group entities.
- Assist the team with the special assignments/ projects relating to the Group.

General ledger accountant: CMA CGM Lebanon

August 2022-May 2023

- Handling the BS reconciliation process and closing balances at the end of each month for the company entities: Cameroon, Gabon, and Tchad agencies.
- Handling the monthly P&L analysis versus previous year and month to assess the company performance.
- Handling the update of the accounting entries for accrual, prepaid and depreciation.
- Update the fixed asset file on a monthly basis form and prepare the treasury reports.
- Generating the monthly and quarterly financial reports to the company head office in France

ABC Lebanon -Achrafieh

September 2018 -April 2022

- Cashier: Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Customer service: Fielded customer questions regarding available merchandise, sales, current prices and upcoming company changes.

INTERNSHIP.

Underwriting department

Feb 2022

Allianz SAL

EDUCATION.

BS in Business Administration – Finance - GPA 3.7

2019 – June 2022

American University of Science and Technology – Beirut, Lebanon Course of work includes Corporate Finance, Financial Markets, Investment & Portfolio analysis, Risk management, Strategic management, Credit & Financial statement analysis.

Lebanese Baccalaureate II - Life Science Shouf National College

KEY SKILLS AND INTERESTS.

Skills: Communication skills, CRM & POS systems, Microsoft Excel, outlook, (SAGE, ONE STREAM, OCEAN) accounting systems.

Languages: Arabic, English.

Hobbies: Hiking, Swimming