

# Jana Khodor

## Financial Engineer

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## Summary

Detail-oriented Financial Engineer with experience in accounting, financial reporting, and data analysis. Proven ability to manage multiple tasks effectively while ensuring compliance with regulations and enhancing operational efficiency. Skilled in budget management, cash flow analysis, and process improvement, with a strong foundation in various accounting software and modern technologies. 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

### Junior Accountant – 08/2024

#### Matco Marketing and Trading Co (Sister Company of Mirato), Lebanon

- Supported daily accounting operations by accurately recording financial transactions and ensuring compliance with relevant regulations.
- Assisted in performing daily reconciliation of cash, providing insights into financial performance and variances.
- Managed the accounts payable and receivable processes, ensuring timely and accurate processing of invoices and payments.
- Collaborated with team members to identify opportunities for improving accounting procedures and enhancing operational efficiency.
- Maintained accurate financial records and documentation, contributing to the integrity of financial reporting while utilizing SAP Business One for efficient accounting management.

### Junior Accountant – 09/2023

#### Shmees Trading, Lebanon

- Performed daily accounting tasks by preparing journal vouchers, general ledger and monthly financial statements.

### Business Analyst Intern – 04/2022

#### YCP Solidience, Lebanon

- Conducted comprehensive market research and data analysis to support the development of effective business strategies and solutions.
- Assisted in the creation of financial models for client projects, enabling informed decision-making and strategic planning.
- Collaborated with cross-functional teams to deliver actionable insights and recommendations, enhancing project outcomes.

### Trainee – 07/2020

#### Central Bank of Lebanon, Lebanon

- Assisted various departments within the Central Bank to gain practical exposure to banking operations and regulatory frameworks.

## Education

### Bachelor's Degree in Business Administration in Financial Engineering (High Distinction) – 2018 to 2021

NDU University, Lebanon

*Dean's List for six consecutive semesters*

## Competitions and Workshops

- **Ranked 3rd in the Virtual Stock Exchange Competition (VSE) – 02/2022**

Analyzed market trends and developed investment strategies, showcasing strong analytical skills and a solid understanding of financial markets during the competition.

- **Participated in MEA-Refinitiv Portfolio Management Competition – 11/2021**

Developed and presented comprehensive investment strategies to a panel of judges, demonstrating expertise in portfolio management and financial analysis.

- **Attended Deloitte Virtual Workshop – 04/2021**

Gained valuable insights into industry best practices, professional development strategies, and emerging trends in the accounting and finance sector.

## Volunteering Experience

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- **Volunteer**, Nuqtat Dafa Campaign (2019-2020): Distributed goods and supplies to families in need during the economic crisis in Lebanon.
- **Volunteer**, IAAF-Baakline (2017-2018): Organized community festivals to promote social interaction and uplift children through games and music.
- **Assistant**, Valia's Summer Camp (2013-2014): Managed children's activities, ensuring adherence to camp ethics while fostering creativity and self-esteem.
- **Social Worker**, Shouf National College (2017-2018): Collaborated with classmates to rebuild a house for a family in need.

## Certificates & Courses

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- Completed Google Career Certificate Program July 2022

## Skills & Expertise

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| <ul style="list-style-type: none"><li>• Financial Reporting</li><li>• Budget Management</li><li>• Tax Compliance</li><li>• Cash Flow Management</li><li>• Cost Accounting</li><li>• Data Analysis</li><li>• Forecasting &amp; Modeling</li><li>• Accounts Payable/Receivable</li><li>• Regulatory Compliance</li><li>• Market Research</li><li>• Process Improvement</li><li>• QuickBooks</li></ul> | <ul style="list-style-type: none"><li>• Spreadsheet Management</li><li>• Team Supervision</li><li>• Payroll Administration</li><li>• Variance Analysis</li><li>• Problem Solving</li><li>• Inventory Management</li><li>• Revenue Recognition</li><li>• Journal Entry Preparation</li><li>• Financial Statement Preparation</li><li>• Computer Skills: Microsoft Office Suite, MATLAB, Reuters, SPES, IBKR, SAP, and Modern Technology (Skype, Zoom, Teams).</li></ul> |
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## Languages

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**Arabic:** Native | **English:** Fluent