

Jana Al Dakour Al Aridi

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EDUCATION

Lebanese American University (LAU), Lebanon

Aug 21 – May 24

- BS in Business: spec. Banking & Finance; placed on the Dean's Distinction list.
- Recipient of MEPI Tomorrow's Leaders (TL) scholarship, 100% merit-based sponsored by the U.S. Department of State.

PROFESSIONAL EXPERIENCE

LIA Assurex, Lebanon

Oct 24 – Mar 25

Junior Motor Underwriter

- Assisted in the underwriting process for motor insurance policies and ensured legal compliance and accurate risk pricing assessment.
- Compiled data from Motor Insurance clients into related databases in a timely manner to maintain updated client portfolios.
- Conducted month end closing of Motor Insurance Department and submitted reports to the Department Manager to monitor proper closing process and control measures.
- Participated in preparing periodic reports to analyze market trends & industry movements and support strategic forecasting.

FHI 360, North Carolina U.S.

Jan 25

- Conducted interviews with the U.S. Embassy and FHI 360 and assessed candidates for the aspiring gen of MEPIs.
- Supported the U.S. Department of State in talent identification and recruitment for the Tomorrow's Leaders program.

CAPE Insurance Brokerage, Lebanon

Jun 24 – Sep 24

Junior Accountant

- Managed the allocation of receivables & payables and maintained precise financial records in the company's database.
- Performed regular audits and followed up until tax payments were processed in accordance with the IFRS and Taxation law.
- Reconciled accounting books bank statements, suppliers, clients, cash, etc. and sorted documents after reviewing compliance.
- Prepared monthly financial statements and handled proper recording of accounting entries and accurate financial reporting.
- Filed all documents in line with e-filing policy and procedure to facilitate data extraction for legal and accounting matters.

Kearney, Paris France

Apr 24

Consulting Trainee

- Worked with a team of 6 trainees on defining problems, developing hypotheses, and proposing actionable solutions for a project in the gas & oil industry.
- Analyzed complex data to inform decisions, using logical reasoning, financial modeling, and quantitative methods.
- Communicated insights effectively both in writing and through presentations to a panel of Kearney consultants.
- Connected with consultants and 35 trainees from across the EMEA region fostering a culture of continuous learning & leadership development, and an environment of diversity & inclusion exchange.

MetLife, Lebanon

Aug 23 – Sep 23

Rotational Intern

- Supported call center operations by answering telephones, directing callers, and ensuring smooth running of customer complaints.
- Performed 30+ hours of filing, data control, and admin tasks to maintain updated financial records and documentation in databases and archive systems that ensure the immediate availability of info when needed.
- Assisted the finance team in posting and processing journal entries and monthly closing and the CFO in the preparation of financial sheet summaries.

MMKN, Lebanon

Jan 2022 – Dec 22

Chemistry Tutor

- Planned and executed lessons for 60+ secondary education students in public schools and ensured their constant supervision.
- Utilized diverse teaching methods to accommodate different children's learning needs and foster a positive, safe, and respectful learning atmosphere.

Bassma, Lebanon	Aug 21 – Aug 22
Project Coordinator	
<ul style="list-style-type: none"> ➤ Managed work plans, schedules, and budgets for project activities and ensured timely and efficient implementation of the campaigns and events. ➤ Monitored projects progress and maintained the alliance of activities with agreed objectives and timelines. ➤ Sustained clear communication across all channels and acted as the primary liaison between Bassma and other stakeholders (sponsors, donors, community members, volunteers, social figures, etc.) to implement fundraising events & social campaigns. ➤ Supervised and supported project staff (field officers, administrative personnel, volunteers) with the resources and guidance needed to perform effectively and promote a positive work culture. ➤ Handled logistics and accurate record-keeping of project activities, expenditures, and outcomes to provide regular progress updates to Bassma's management. 	

LEADERSHIP ACTIVITIES

Lebanese American University Consulting Community, Lebanon	Sep 23 – May 24
<ul style="list-style-type: none"> ➤ Networked with industry professionals and received training on business case analysis and strategy development. 	
Lebanese American University Civic Engagement Course, Lebanon	Jan 23 – May 23
<ul style="list-style-type: none"> ➤ Planned and executed 2+ clean-up and environmental advocacy campaigns. 	
Aspire Leaders Program, Remote	Feb 23 – Apr 23
<ul style="list-style-type: none"> ➤ Interacted with a global classroom and completed leadership training and capacity building modules by Harvard faculty. 	
Mayor of Impact, The Volunteer Circle, Lebanon	Jan 21 – Dec 21
<ul style="list-style-type: none"> ➤ Created a community service hub that matches society members with tailored volunteering opportunities and NGOs. 	

VOLUNTEERING

Completed 300+ volunteering hours, Lebanon	Aug 21 – May 24
<ul style="list-style-type: none"> ➤ Life Sculptor NGO: Academic Research and Data Collection ➤ Success SAWA NGO: Educational Support and Mentorship ➤ LOYAC NGO: Climate Action and Planting Campaigns ➤ Ahla Fawda NGO: Food Distribution and Humanitarian Aid ➤ Rashet Kheir NGO: Youth Mobilization, Women Empowerment, and Art-based Civic Engagement ➤ FoodBlessed NGO: Meal Preparation and Hunger Fight 	

PROJECTS

Dardashé On Campus, Centennial Podcast Project @LAU, Lebanon	Jan 24 – May 24
<ul style="list-style-type: none"> ➤ Objective: Foster a sense of community and inclusivity within the Lebanese American University through a student-led podcast commemorating the university’s centennial. ➤ Achievements: <ul style="list-style-type: none"> ❖ Filmed & produced fun, interactive, and informative episodes posted on YouTube hosting faculty & management. ❖ Designed & implemented a marketing campaign both on-campus with games and posters and on social media with Q&A challenges and bloopers. ❖ Attained measurable success through YouTube views, social media analytics, and targeted audience feedback. ➤ Contributions: <ul style="list-style-type: none"> ❖ Coordinated with stakeholders and scheduled interviews with guests. ❖ Managed project communication, logistics, and risk for filming and production. ❖ Assisted the team across all project management process stages and contributed to team cohesion. ➤ Methodology: Hybrid Waterfall and Agile approaches. ➤ Reference: https://news.lau.edu.lb/2024/marking-the-lau-centennial-courtesy-of-aksob-students.php 	

SKILLS AND LANGUAGES

<ul style="list-style-type: none"> ➤ Skills: Python Power BI Proficient in Microsoft Office, Google Suite, and CRM software (Salesforce) Knowledge in ERP systems ➤ Languages: Arabic: Native; English: Fluent; French: Beginner. 	
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