

DIMA GEBRAN LATI

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OBJECTIVE: I am a fresh graduate with a Bachelor's degree in Business Administration- Banking and Finance, looking for a full-time or part-time position to apply and further develop my skills.

EDUCATION

Bachelor of Business Administration – Banking and Finance , <i>University of Balamand</i>	<i>Sep 2021 – May 2024</i>
<i>Dean's Honor List</i>	<i>2021– 2023</i>
Lebanese Baccalaureate (General Science) , <i>College Notre Dame du Balamand</i>	<i>2018 – 2021</i>

PROFESSIONAL EXPERIENCE

Business Support Officer , <i>Del-Ponte</i>	<i>December 2024 – Present</i>
<ul style="list-style-type: none">Accounting & Invoicing: Handling transactions, issuing invoices, and coordinating with accountantsBusiness Development & Contracts: Managing client relations, drafting contracts, and ensuring complianceExpert Onboarding: Coordinating onboarding, scheduling meetings, and tracking documentsDigital Team Coordination: Providing updates, documents, and content requests to the digital team	
Accounting Internship , <i>University of Balamand</i>	<i>June 2024 – Aug 2024</i>
<ul style="list-style-type: none">Working on LOGSIS system by Logos for accounting operationsPerforming account reconciliations, reviewing and verifying invoicesManaging data entry for accounting recordsAssisting in maintaining accurate and organizing financial records	
Accounting Controller Internship , <i>Husni Engineering- General Contracting</i>	<i>July 2023</i>
<ul style="list-style-type: none">Ensuring accurate and timely payment of salaries and wages to employeesManaging the company's cash inflows and outflows to maintain liquidityAnalyzing company expenses and implementing measures to reduce costsAnalyzing financial data to support decision-making	
Freelance , <i>Private Tutor</i>	<i>2020 –2023</i>
<ul style="list-style-type: none">Tutoring elementary and secondary school students private in all science subjects	

EXTRACURRICULAR ACTIVITIES

Head Chief , <i>Orthodox Youth Movement</i>	<i>Jan 2016 – Present</i>
<ul style="list-style-type: none">Scheduling and organizing activities, trips, and camps for youth all year longConducting and preparing leadership programs	
Member of the Business Connections Club , <i>University of Balamand</i>	<i>Sep 2022 – May 2024</i>
Byzantine Music , <i>Greek Orthodox Archdiocese</i>	<i>2015 – 2019</i>
<ul style="list-style-type: none">Certificate of achievement of a 4-year program	

CERTIFICATIONS

SQL & Power BI: Your Data Analytics & Visualisation Journey- <i>Udemy</i>	<i>In progress</i>
Data Analysis with Power BI: from insights to action- Workshop by Khwarizme and LAsEr <i>permises</i>	<i>October 2024</i>
Financial Analysis and Financial Modeling using MS Excel- <i>Udemy</i>	<i>August 2024</i>
Certificate of participation in presenting a project in IBDA 2024- <i>American University of Beirut</i>	<i>April 2024</i>
Green skills for green economy- An introduction to environmental sustainability- <i>Deloitte</i>	<i>March 2024</i>
Critical Thinking Assessment Course- <i>Peregrine Global Services</i>	<i>March 2024</i>
Certificate in Essentials of Disability and Inclusion , <i>Proabled academy</i>	<i>March 2023</i>

TRAININGS

Child Safeguarding and Prevention from sexual exploitation and Abuse Training , <i>War Child Holland</i>	<i>2023</i>
Child Protection and Safe Identification and Referral , <i>War Child Holland</i>	<i>2023</i>

SKILLS

Languages: Arabic (Native Language), English (Fluent), and French (Fluent)

Computer Skills: Office Package (Word, Excel, PowerPoint, Access), Power BI, SQL, Canva, Inshot

Interests: Sports, Music