

# Rana Barakat

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## Summary

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Finance graduate with strong analytical and organizational skills, currently working as an accountant in the FMCG retail and wholesale sector, supporting financial operations across 16 branches. Brings hands-on experience in financial reporting, budgeting, and account reconciliation. Previously worked as an import/export officer, gaining experience in logistics, trade compliance, and cross-border transactions. Detail-oriented and adaptable, contributing to operational efficiency and financial accuracy.

## Education

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**Master's Degree (M1) in Banking and Finance – 2022**

**Lebanese University,** Beirut, Lebanon

**Bachelor's Degree in Banking and Finance – 2021 Lebanese**

**University,** Beirut, Lebanon

## Experience

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**Accountant & Procurement controller - Present**

**Ezzeddine Plus -Tobacco and More**

- Managed end-to-end procurement activities, including sourcing, negotiating, and purchasing materials and services in line with company requirements.
- Evaluated suppliers, negotiated favorable contracts, and ensured the timely delivery of goods and services within budgetary constraints.
- Maintained accurate records of purchase orders and vendor information, ensuring compliance with organizational policies and standards.
- Collaborated with different departments to ensure optimal inventory levels and efficient supply chain management.
- Conducted detailed cost analysis to determine the accurate cost of goods sold (COGS) and set competitive pricing strategies that aligned with company profitability goals.
- Collaborated with departments to review and adjust pricing models based on market trends, raw material costs, and financial targets.
- Ensured pricing compliance with industry standards and company policies, contributing to improved pricing accuracy and profit margins.
- Managed inventory levels to ensure optimal stock availability, reducing excess stock and minimizing shortages.
- Implemented stock tracking systems to monitor stock movement, conduct regular audits, and reconcile discrepancies.
- Worked closely with procurement and sales teams to forecast demand, ensuring stock levels aligned with market requirements.
- Maintained strong communication and collaborative relationships with the sales team, ensuring alignment on goals, strategies, and client needs.
- Provided ongoing support and training to the sales team, equipping them with the necessary knowledge and skills to improve product knowledge, sales techniques, and overall performance.
- Offered personalized coaching and feedback to sales team members, fostering a positive learning environment and contributing to improved team performance.

### **Report Preparation & Management:**

- Responsible for generating and managing key financial and operational reports, including **Sales Reports, Stock Reports, P&L Statements, and Credit Notes.**

- Compiled, analyzed, and presented detailed **Sales Reports** to track revenue, sales performance, and trends, enabling data-driven decision-making.
- Oversaw the preparation and accuracy of **Stock Reports**, ensuring up-to-date inventory tracking and efficient stock management.
- Prepared **P&L Statements**, analyzing financial performance and providing insights to senior management for strategic planning.
- Managed the processing and reconciliation of **Credit Notes**, ensuring compliance with company policies and maintaining accurate financial records.

**Import-Export Coordinator**

INTERMED CERAMICA Headquarters |

March2021- November2022

- Scheduling shipments through freight carriers or air freight depending on the item's destination
- Communicating with clients on shipping status and resolving any issues that may arise during.
- Preparing shipping orders or documentation for international (mainly Spain) or domestic shipments.
- Receive orders and arrange stocking of materials and equipment to ensure they meet needs
- Coordinate with the agents to ensure the flow of the shipment to the destination.
- Communicate with suppliers and customers to achieve profitable deals and mutual satisfaction.
- Responsible to prepare and negotiate the commercial invoices and packing list with the shipping company.
- Complete the selling for quotations and hand back the prices to the officer and keep a record for every request.
- Post and process Journal entries to ensure all business transactions are recorded. Contact customers with balances and negotiate payment terms and schedules.
- Negotiate suitable payment plans. Maintain customer payment records. Respond to customer queries.
- Bank and client’s reconciliation. Prepare documents for Bank transfers. Client collection. Prepare invoices, proforma, & statement of account

**Freelance University Tutor**

- Delivered additional courses at Lebanese University, offering targeted support for students through both in-person and virtual sessions, helping them effectively prepare for exams.
- Developed customized lesson plans and teaching materials based on students' learning needs, ensuring clarity and engagement in complex banking and finance topics.
- Regularly assessed student performance through quizzes, assignments, and discussions, providing constructive feedback to guide academic improvement.
- Created customized lesson plans and teaching materials to cater to students’ diverse learning styles and academic levels, ensuring comprehensive understanding of key concepts.

**Skills & Expertise**

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- ERP system
  - EDM system
  - Microsoft Office

**Languages**

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