

Razane Haidar  
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## CAREER OBJECTIVE

Junior accountant with practical experience in NGO and corporate finance, including accounts payable, receivables, documentation review, and payment processing. Skilled in ensuring compliance with donor and internal policies, preparing reports, and maintaining accurate financial records. Fluent in Arabic, English, and French, with a strong foundation in accounting and auditing.

## EDUCATION

### ***Université La Sagesse, Beirut, Lebanon***

Bachelor's in Accounting and Auditing — Expected 2026 — 3.5 GPA

### ***Islamic University of Lebanon (IUL), Khaldeh, Lebanon***

Bachelor's in Translation and Authorization — 2022

## WORK EXPERIENCE

### ***Finance Assistant — Relief International, 2025—Present***

- Managed accounts payable processes, including payment requests, verifications, and reconciliations.
- Reviewed partner financial documentation to ensure compliance with RI and donor regulations.
- Processed and tracked program-related payments, maintaining complete and organized supporting documents.
- Assisted in audit preparation, documentation filing, and system updates using NetSuite.
- Coordinated with banks and project partners to resolve financial discrepancies.

### ***Front Desk Associate (Cashier) — Doculand S.A.R.L, 2023—2025***

- Handled accounts receivable operations: invoicing, collections, and reconciliation of customer accounts.
- Processed daily cash transactions and balanced end-of-day reports with 100% accuracy.
- Prepared internal financial summaries and supported reporting for management review.
- Collaborated across departments to improve coordination between finance and customer service teams.

### ***Operations Intern — Rentokil Boecker, 2023***

- Assisted in procurement documentation, inventory checks, and daily operations support.
- Maintained organized data for tracking operational performance and costs.

### ***Call Center Team Leader — Sherke Wnoss S.A.L, 2021—2023***

- Supervised and trained a team of service agents, improving KPI performance and client satisfaction.
- Developed simple reporting and feedback tools to streamline daily operations.

## VOLUNTEER EXPERIENCE

### ***EMS Volunteer — Lebanese Red Cross***

- Responded to emergencies and supported community awareness and assistance initiatives.
- Strengthened teamwork, communication, and crisis-management skills under pressure.

## KEY SKILLS

**Finance & Accounting:** Accounts payable & receivable, payment processing, reconciliations, reporting, compliance

**Tools:** Microsoft Excel, NetSuite, MS Office

**Soft Skills:** Communication, adaptability, teamwork, problem-solving

**Languages:** Arabic (Native), English (Fluent), French (Fluent), Spanish (B1)