

Nawal Zaidan

Junior Accountant | Finance & Banking Graduate

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Summary

Finance and Banking graduate with High Distinction and a strong academic record, including multiple merit-based scholarships and honors. Hands-on experience in accounting operations, financial reporting, bank reconciliations, and cash handling through internships and training. Demonstrated ability to support month-end activities, maintain accurate financial records, and analyze financial data to support decision-making.

Experience

Business Tutor, Simple A Tutoring Company, Beirut, Lebanon – Sep 2025 to Present

- Provide one-to-one and group tutoring for business students across finance, accounting, and banking subjects, aligned with university curricula.
- Support students in improving academic performance through structured explanations, exam preparation, and problem-solving techniques.
- Adapt teaching approaches to individual learning needs, reinforcing core concepts and practical application.

Junior Accountant, IBC Solutions Company, Beirut, Lebanon – Sep 2025 to Present

- Record and process daily accounting transactions, including payment vouchers, in compliance with internal controls and accounting standards
- Monitor accounts receivable and payable, manage collections and payments, and prepare detailed collection and partner account reports
- Perform regular bank reconciliations to ensure accuracy between bank statements, receivables, payables, and ledger balances
- Prepare financial declarations, budgeting support schedules, and financial position summaries for management review
- Assist in cash flow monitoring, joiners’ financial records, and variance analysis to enhance financial visibility and control
- Prepare financial ratios and conduct financial analysis to support decision-making and performance evaluation
- Support month-end closing activities, including journal entries, account reviews, reporting tasks, and audit-ready documentation

Private Freelance Tutoring, Meshref, Lebanon

- Provided one-on-one academic tutoring in finance and banking subjects, improving student academic performance
- Explained complex financial and accounting concepts using structured, student-focused teaching methods
- Designed customized study plans, practice exercises, and assessment materials aligned with course objectives
- Tracked student progress and adjusted instructional strategies to address learning gaps
- Supported exam preparation through problem-solving sessions and targeted revision techniques

Accounting Intern, Jubaili Company, Saida, Lebanon – Jul 2025 to Aug 2025

- Completed a one-month accounting internship with hands-on exposure to corporate accounting operations and core accounting practices
- Utilized the BIRD accounting system to record and process financial transactions related to payables, receivables, and employee expenses
- Assisted in preparing journal entries, maintaining general ledger records, and supporting NSSF-related accounting documentation
- Performed bank reconciliations and supported accounts receivable and accounts payable processes to ensure accurate balances
- Organized accounting documentation, including employee medical expense records, and contributed to basic financial reporting tasks

Accounting & Finance Intern, UDECO, Saida, Lebanon – July 2024 to Sep 2024

- Processed accounting transactions using the company’s financial system, including receipts, sales invoices, purchase records, and journal entries
- Maintained and reviewed financial documentation to ensure accurate recordkeeping and transaction support

Accounting Intern, Zeidan Pack, Saida, Lebanon – July 2024 to Sep 2024

- Recorded and reviewed accounting transactions, including sales, purchases, receipts, and journal entries, using the company’s financial system
- Verified supporting financial documents and ensured accurate general ledger and recordkeeping practices
- Assisted in financial statement review and basic profitability analysis to support operational and management reporting

Education

Bachelor of Business Administration (BBA) – Finance & Banking

Rafic Hariri University, Lebanon | Graduated with High Distinction, GPA: 3.9/4.0

- Ranked top of the major, earning a 50% merit-based Master’s scholarship from the university

- Recipient of multiple academic excellence awards, including the ULYP Bridge Scholarship and continuous placement on the Dean’s and President’s Honor Lists
- CMA (Certified Management Accountant) Candidate – In progress

Volunteer Experience

Volunteer, Reaya Organization — Saida, Lebanon- Jun 2025 – Present

Leadership & Extracurricular Activities

- **General Member** | Investment Society Club — Beirut, Lebanon
- **General Member** | Personal Development Club — Beirut, Lebanon
- **General Member** | Event Club — Beirut, Lebanon
- **General Member** | Debates Club — Meshref, Lebanon

Courses & Certificates

- Advanced Excel — In Progress
- IT Essentials A+ Certificate — Cisco | Hardware, Software, Networking, Cybersecurity
- Financial Markets — Coursera
- Project Management — Coursera
- Accounting Program (3 Levels) — Practical Accounting Academy
- Excel for Accounting — Practical Accounting Academy
- Search Engine Optimization (SEO) — Udemy
- Upwork Freelancing Training — Udemy | Client Communication, Proposal Writing, Project Management

Skills & Expertise

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| <ul style="list-style-type: none">• Financial Analysis• Accounting Operations• Bank Reconciliation• Accounts Receivable Management• Accounts Payable Management• Financial Reporting• Data Accuracy and Attention to Detail• Record Keeping and Documentation• Month-End Closing Support | <ul style="list-style-type: none">• Transaction Processing• Budget and Cash Flow Monitoring• Teamwork and Collaboration• Tutoring and Knowledge Transfer• Administrative Support• Bird Accounting System• UDECO Accounting System• Microsoft Excel• Cisco IT Essentials |
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Languages

Arabic: Native | **English:** Fluent