

Razane Haidar
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CAREER OBJECTIVE

Motivated and detail-oriented in finance, with hands-on experience in financial transactions, documentation review, and reporting. Backed by a growing academic background in accounting and auditing, along with practical exposure to finance operations, NGOs, and volunteering. Seeking a finance role to further develop skills in financial analysis, compliance, and process improvement while contributing to organizational success.

EDUCATION

Université La Sagesse, Beirut, Lebanon

Bachelor's in Accounting and Auditing. (GPA > 3)

Islamic University of Lebanon (IUL), Khaldeh, Lebanon

Bachelor's in Translation and Authorization.

WORK EXPERIENCE

Accountant – APEX Logistics Middle East / December 2025 – April 2026

- Managed sales invoicing, client payment follow-ups, and complete recording of accounting entries including purchase invoices, debit notes, and credit notes.
- Handled collections, accounts payable, and petty cash operations, ensuring all payments were processed on time.
- Performed supplier bank reconciliations and supported month-end closing activities to ensure accurate account balances.
- Executed and monitored local and international bank transfers (regional banks, Dubai, China...).
- Prepared and consolidated monthly and annual financial reports, supporting management review and decision-making.

Finance Assistant - Relief International / April 2025 – December 2025 - Contract

- Reviewed partner financial documentation and ensured compliance with RI and donor policies.
- Processed program-related payments and verified supporting documents.
- Handled filing, backup, and audit prep tasks using NetSuite.
- Served as a liaison for finance-related complaints and coordinated with banks for resolution.

Operations Intern - Rentokil Boecker / January 2025 – March 2025

- Supported daily operations, inventory checks, and procurement documentation.
- Organized operational data and contributed to performance tracking.

Call Center Team Leader - Sherke Wnoss S.A.L / August 2022 – November 2024

- Led and trained a team of service agents, improving KPIs and customer satisfaction.
- Developed reporting tools and recommended process improvements.
- Played a key role in loyalty and customer retention strategies

VOLUNTEER EXPERIENCE

EMS Volunteer - Lebanese Red Cross

- Participated in emergency response, community support, and awareness campaigns.
- Collaborated with team members under high-pressure situations to assist individuals in need.
- Strengthened interpersonal, organizational, and crisis management skills.

KEY SKILLS

- **Finance & Accounting:** Documentation review, transaction handling, reporting.
- **Customer Service:** Team leadership, complaint resolution, client engagement.
- **Operations & Admin:** Scheduling, coordination, process improvement.
- **Technical Tools:** Microsoft Excel, Google sheets, NetSuite, Reflection, Illustrator.
- **Soft Skills:** Communication, adaptability, teamwork, problem-solving.
- **Languages:** Arabic (Native), English (Fluent), French (Fluent), Spanish (B1).