

Rana Barakat

Administrative Assistant

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PROFESSIONAL SUMMARY

Organized and adaptable professional with a Finance background and proven experience managing records, documentation, and cross-team coordination in fast-paced environments. Experienced in preparing reports, handling vendor and client communications, and maintaining accurate, well-organized records across procurement, sales, and logistics functions. Reliable, detail-focused, and comfortable supporting multiple stakeholders at once.

CORE SKILLS

- Document & Records Management
- Scheduling & Coordination
- Vendor & Client Communication
- Data Entry & Report Preparation
- Purchase Order Management
- Correspondence Handling
- Filing & Reconciliation
- Meeting & Team Support
- ERP & EDM Systems
- Microsoft Office (Excel, Word, PowerPoint)

PROFESSIONAL EXPERIENCE

Accountant & Procurement Controller

Ezzeddine Plus — Tobacco and More | Present

- Maintained accurate, organized records of purchase orders and vendor information across 16 branches, ensuring compliance with company standards.
- Coordinated with multiple departments to align on inventory needs, sales targets, and day-to-day operational requirements.
- Prepared and managed key recurring reports (Sales, Stock, P&L, Credit Notes) for internal stakeholders and management.
- Handled ongoing communication with the sales team, providing support, materials, and coaching as needed.
- Tracked stock movement and conducted regular audits, keeping records current and discrepancies resolved.

Import-Export Coordinator

INTERMED CERAMICA Headquarters | March 2021 – November 2022

- Prepared shipping orders and documentation for international and domestic shipments, keeping meticulous records for every request.
- Managed day-to-day communication with clients, suppliers, and shipping agents, resolving issues as they arose.
- Maintained organized records of quotations, invoices, packing lists, and statements of account.
- Coordinated stocking and receiving of materials and equipment to meet operational needs.

Freelance University Tutor

Lebanese University |

- Organized and scheduled in-person and virtual sessions, preparing customized materials for each student.

EDUCATION

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

Lebanese University, Beirut, Lebanon | 2022

Bachelor's Degree in Banking and Finance — 2021

Lebanese University, Beirut, Lebanon | 2021

LANGUAGES

Arabic: Native | English: Fluent