

Reem Kanaan

📍 Beirut, Lebanon | 📞 +961 76820356 | ✉ Reemrk009@gmail.com.

📄 PROFESSIONAL SUMMARY

A highly competent and dynamic candidate, with the ability to work under pressure and maneuver between multiple priorities while meeting deadlines. Experienced in the use of numbers; acquired strong analytical, technical, creative and problem-solving skills. Detail-oriented, well organized, data driven and dedicated applicant.

Passionate about increasing my capacity to analyze resources, apply effective financial strategies and solve challenges for successful implementation.

I would highly appreciate an opportunity for an interview to discuss how my educational background and professional trainings as well as my skills can be an added value to your organization

🎓 EDUCATION

Morgan International

Chartered Financial Analyst –CFA

Beirut – Lebanon

In process

Lebanese American University

Bachelor of Science in Banking and Finance

Beirut – Lebanon

Oct. 2014 - Dec. 2017

Lebanese Evangelical school for boys and girls

Baccalaureate degree (Sociology and economics)

Beirut – Lebanon

June 2014

💼 WORK EXPERIENCE

Total years of experience: 9 months

Loubani office for Audit

Department : Accounting

Beirut– Lebanon

Aug. 2017 –Jan.2018

Position : Junior Accountant

- Bookkeeping of daily transactions A/P or A/R
- Analyze and reconcile petty cash and balance sheet account
- Maintain and record fixed assets on a monthly basis
- Assist the chief accountant in the preparation of the financial statement
- Issue Invoices
- Responsible of all suppliers account
- Responsible of banks account

Freelancer

Investment and business plan for university students

Beirut – Lebanon

Jan. 2018 –Current day

Feasibility studies:

- Study startup companies
- Prepare capital budgeting, analyze cost and its expected growth
- Research on the market and the sector growth and implement based on different scenarios
- Forecast the next five periods based on market growth and sector growth
- Prepare the three expected scenarios in the next period (best, normal and worst case scenario)
- Prepare financial reports such as (payback period, break even, projected financial statement, discounted cash flow statement)

- Market Plan (Segmentation, Targeting, Advertising and marketing strategies)

Banque Lebanese pour le commerce (BLC bank)

Department : Chiyah Branch

Position : Bank Teller/ CSO (Internship)

Beirut– Lebanon
Feb. 2017 –May.2017

Projects worked on

- Analysis, forecasting and evaluation of the financial statement of Al Dar corporation in Dubai; American University of Science &Technology, Dec.2017
- Business Plan for Investing in opening a franchise for Champs Brand in Lebanon; American University Of Science &Technology, Feb.2018
- Business Plan for Investing in opening another branch of Sub-Way in Lebanon; American University Of Beirut,2018
- Evaluation of Alexandria Bank in Egypt; American University Of Beirut,2018
- Business plan for opening a new university that delivers different type of products;Lebanse International University,2018
- Evaluation of Fenicia Bank Financial statement; Lebanese American University

More available upon request

SKILLS AND INTERESTS

Skills

- High professional proficiency in MS Office (Word, Excel, and PowerPoint)
- Financial and accounting management
- Budgeting, Financial projection and cost analysis

Interests

- Financial performance analysis, Financial consultancy
- Business planning and investment analysis
- Financial statement analyst Specialist
- Financial and business management

Languages

- High professional proficiency in Arabic and English
- Good proficiency in French

REFERENCES

Name: Adnan Rihani

Title: Financial Analyst

Phone number: +961 71 484298

Loubani for Audit

Name: Mr. Elie Eid

Title: Chief Accountant

Phone number: +961 70 334589