

Rim Farhat

Personal Summary

A financial officer with around 3 years of accounting and finance experience in various sectors including non-governmental organizations, agriculture construction and consulting.

Education

Bachelor of Business and Management	Université Saint-Joseph (USJ)	Jun 2014
Master's Degree in Finance	Université Saint-Joseph (USJ)	Sep 2016

Personal Information

Nationality: Lebanese Year of birth: 1992 Gender: Female Languages Skills: Fluent in Arabic, English and French

Work History

Accounting Officer

Inventis Corporation SAL

June 2017-Present

INVENTIS is a strategic advisory and management consulting firm

- Built up Inventis accounting department
- Developed, implemented, modified, and documented the recordkeeping in the accounting system
- Handled company's payables and receivables
- Reviewed and approved the accounting activities of the claims staff including auditing and scheduling claims for payment, verifying legality, fiscal accountability, and compliance of the claims with various governing rules and regulations
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses

Financial Controller

Poultec NV

Feb 2016-May 2017

POULTEC is specialized in poultry equipment with an experience of more than 15 years in the domain, providing complete turnkey projects or renovation and automation solutions for existing poultry farms.

- Utilized the Visual Dolphin software to maintain accounting procedures
- Built up Poultec price list
- Ensured that all suppliers and customers' invoices and payments are received, reviewed, booked and filed systematically every day
- Produced the company's monthly expense reports
- Prepared project Profit and Loss statements
- Prepared and published monthly financial statements
- Provided accounting support and collaboration in Company's inventory and prices
- Worked closely with the accounting teams and the logistic manager, to ensure the accuracy, timeliness, and completeness of data. Provided the necessary reporting and responded to inquiries

Internships

Live Lebanon Initiative

United Nations Development Programme

Aug 2015-Nov 2015

- Handled the Social Media Marketing (Facebook, Instagram, Website) of the LL initiative
- Raised funds through email marketing campaigns targeting the Lebanese diaspora

Finance and accounting

United Nations Development Programme

Feb 2015-Apr 2015

- Researched and analyzed financial information related to specific companies
- Supported with Pay Cycle and VAT collection
- Maintained accurate records of the organization's income and expenses, payroll, inventories and financial statements

Banking Operations

Bank Misr Liban

Jul 2013-Sep 2013

- Developed processes to increase the efficiency in processing loan applications
- Performed risk management evaluation
- Performed teller daily tasks, such as cash deposit and withdrawal
- Supported clients with consulting their KYC (Information collection)
- Built an understanding of dealing with foreign currency
- Built an understanding of industry and regulatory laws and regulations