

# SARA AL-KADDOUR

## Finance and Marketing Graduate

A highly motivated fresh graduate with a solid academic background in business and a versatile set of skills in Marketing, Accounting, and Finance.

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SIBLINE, MOUNT-LEBANON

08 March, 1997

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## EDUCATION

### Bachelor of Marketing (Double Major) LEBANESE UNIVERSITY (LU)

10/2017 – Present

Dissertation

- Impact of Social Media Marketing on Small Businesses.

### Bachelor of Banking and Finance LEBANESE UNIVERSITY (LU)

09/2015 – 09/2017

Dissertation

- Testing Arbitrage Opportunities Between Major Currencies.

## INTERNSHIP EXPERIENCE

### Trainee

#### BDL Banque Du Liban

08/2017 – 09/2017

Beirut, Lebanon

Central Bank of Lebanon

Achievements/Tasks

- Addressed Foreign exchange and International operations.
- Discovered the Special Investigation Commission (Fighting Money Laundering).
- Assessed Statistics and Economics Research.
- Figured out Portfolio Management in Central Banks.

### Accountant Trainee

#### Hamawi Autoparts Co

01/2017 – 03/2017

Beirut, Lebanon

Cars and Motors

Achievements/Tasks

- Prepared balance sheet.
- Prepared income statement and income tax.
- Recorded transaction (Debits and Credits).

### Trainee Accountant at Technical office of Accounting and Auditing Khaled Hajj Chehade Firm

06/2016 – 09/2016

Chehim, Mount-Lebanon

Accounting and Auditing

Achievements/Tasks

- Prepared tax balances.
- Balanced all cash registers at end of day (bookkeeping).
- Processed Credit and Debit Card.
- Appraised Financial Accounting sheets.

## SKILLS

MSO : Word, Outlook, PowerPoint, Excel, and Access

Excellent written and verbal communication

Time management

Goal and Results Oriented

Attention to Detail

Multitasking

Teamwork

Ability to work under pressure

Self-motivation

Interpersonal skills

Adaptability

## LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

French

Elementary Proficiency

## INTERESTS

Banking

CFA

Finance

Accounting

Business Management

Marketing

Technology

Social Media Marketing

Insurance

Economics