

Hakima Abdallah

PROFILE

25-year old finance officer
from Lebanon,
interested in pursuing
actuarial science studies

CONTACT

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Lebanon

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SKILLS

NORIA



DOLPHIN



MICROSOFT OFFICE



JAVA



MATLAB



LANGUAGES

ENGLISH

ARABIC

WORK EXPERIENCE

FINANCE OFFICER @ SEL S.A.L

March 2017 - July 2018

- Preparing tax schedules and returns
- Preparing and recording asset, liability, revenue, and expense entries by compiling and analyzing account information
- Summarizing financial status by collecting information; preparing balance sheet, profit and loss, and other statements
- Production and distribution of payroll; writing and printing checks
- Preparing and reconciling supplier's payments, invoices, and check

ACCOUNTANT FREELANCER @ QUARTIER S.A.R.L

March 2017 - August 2017

- Maintaining and balancing subsidiary accounts by verifying, allocating, posting, and reconciling transactions; resolving discrepancies
- Preparing profit and loss statement and other reports
- Reconciling bank statements to ensure the credibility of the organization

INVESTMENT RESEARCH INTERN@ LUCID CAPITAL MARKETS

November 2016 - January 2017

- Comparing differences in companies financial profiles including: P/E Ratios, Market Capitalization, EPS, etc..
- Interpreting financial information and writing summaries
- Learning about different kinds of derivatives: put/call options, forwards, and futures

MARKETING INTERN @ AROPE INSURANCE

June 2016 - August 2016

- Assisting senior staff to come up with creative ideas for sponsorship plan requests and digital marketing
- Collecting market data for different types of insurance policies in different companies
- Preparing presentations for marketing plans

EDUCATION

AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

February 2015- January 2017

BS in Finance, Business with honors

AMERICAN UNIVERSITY OF BEIRUT

September 2010 - December 2014

Undergraduate – Math/Statistics Major

THE INTERNATIONAL SCHOOL OF CHOUEIFAT

Class of 2010

High school diploma, Abu Dhabi, UAE

PROJECTS ACCOMPLISHED

FINANCE PROJECTS @ AUST

- Full extensive valuation of Saudi Airline Catering Company
- Valuation and credit analysis of United Parcel Services
- A feasibility study for another branch of an existent Restaurant/Bar

References and documents available upon request