

Nathalia Ferzane

Date of birth: 06-08-1995

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➤ Education:

- **2016 – 2018:** Masters in Finance at the Lebanese University – Hadath Campus with high grades.
- **2013 – 2016:** Bachelor degree in Finance at the Lebanese University with distinction.
- **2013:** Baccalaureate graduate from “Ecole St. Joseph des Filles de la Charite, Zouk-Mikael”.

➤ Experience:

- **March 2017 – Present: FIDUS SAL** – internal control department intern.
 - ❖ Prepare the daily reports and the end of day control list.
 - ❖ Control over the back office operations: instruments’ prices update, banks reconciliations, BSE operations, facility ratio, spot operations, daily back office operations.
 - ❖ Control over the front office/trading desk (clients’ orders): tapes recordings reports.
 - ❖ Control over the customer service department: KYC update, clients’ commissions, opening of accounts and clients’ interest rate calculation.
 - ❖ Control over the accounting department: verification of cash operations, cheques to be cashed, list of daily accounting operations and the value date of the accounting operations.
 - ❖ Control over the IT Department: sensitive accounts, changes to ICBS users, changes to system values.
 - ❖ Control over the HR department: annual leaves report, daily leave requests.
- **October 2016 – March 2017: “CORS” Audit and Consultancy Firm internship.**
 - ❖ Journal vouchers.
 - ❖ Purchases and sales tax assessment.
 - ❖ Tax permits on salaries.
- **2013 – 2016: Private tutoring – Mathematics and Economics for Baccalaureate students.**
- **Summer 2015: BLC Bank, Zouk-Mikael branch internship.**
 - ❖ Cash deposit and withdrawal, operation of cheques, cash transfers, transactions and payment of bills.
 - ❖ Personal, house, car, student and commercial loans.
 - ❖ Letters of Credit and Letters of Guarantee.

➤ Information Technology Skills:

- Highly proficient in: Microsoft Excel, Word and Power Point.
- Extensive use of: internet and Email.
- Programming: HTML, Algorithm, Visual Basic.

➤ Qualifications:

Career-oriented, team player, communication skills, strong numerical and analytical skills, trustworthy, highly-performing under pressure.

➤ Languages:

English, French and Arabic fluently written and spoken.

➤ Interests:

Scout, reading, sports.