# Tarek Ziad El Harati

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Brazilian-Lebanese

# EDUCATIONAL BACKGROUND

2016- 2017 MSc Risk and Finance: University of Southampton, Southampton, United Kingdom

* Recipient of the University of Southampton Business School Scholarship.
* Graduated First (Distinction)

2016 Passed the CFA Level 1 Exam

2011- 2014 BS Banking and Finance: Lebanese American University, Beirut, Lebanon

* Placed on the Distinction List from Fall 2011-Fall 2014: CGPA 3.56/4.
* Recipient of the LAU Merit Scholarship.

1995-2010 Lebanese Baccalaureates II Economics and Sociology: Collège Notre Dames des Apotres, Beqaa, Lebanon

# PROFESSIONAL EXPERIENCE

Nov 2014-Aug 2016 Payroll Officer

Almabani General Contractors-BACS Consortium (Bechtel-Almabani-CCC-Siemens)-Riyadh Metro Project, Riyadh, Saudi Arabia

* Developed and maintained payroll policies and processes regarding earnings and deductions.
* Created journal entries and ensured payroll entries are balanced and reconciled in a timely manner.
* Collaborated with multiple business teams within the organization such as HR and accounting.
* Prepared employees’ final settlements and indemnities according to the Saudi labour law.
* Provided excellent customer service to the employees.

Mar 2014-Oct 2014 Accountant

Future New Company, Beirut, Lebanon

* Prepared monthly financial statements.
* Performed balance sheet reconciliations and revenue/expense account analyses.
* Assisted in developing financial performance standards, measurement and reporting tools.
* Participated in the annual budgeting process.
* Assisted management in analysing financial performance relative to financial plan and prior year.

July 2013-Aug 2013 Intern in Banking and Finance

Banque du Liban (Lebanese Central Bank), Beqaa, Lebanon

* Gained knowledge around policies and procedures applied by the Lebanese monetary system.

# COMPUTER SKILLS

Microsoft Office Tools (Word, Excel, PowerPoint) Microsoft Dynamics GP (Accounting System) Bloomberg Financial Terminal

Thomson Reuters Datastream

# LANGUAGES

Arabic (Native), English (Fluent) and French (Fluent)

# OTHER ACTIVITIES

Sep 2016 - Sep 2017 Active member of UNICEF on Campus-University of Southampton

* + Supported fundraising and humanitarian events.

Feb 2012 - Nov 2012 Member of the student council at Lebanese American University

* + Enhanced campus atmosphere and life through organizing extracurricular activities.
  + Acted as an effective liaison between students, faculty, staff and administration.