

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.