

Adnan Rihani

Contact Information: Al Salam Bldg.
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Nationality: Lebanese
Date of birth: 2/3/1991

Marital status: Single

Career objectives: Seeking a challenging career in finance, where I can succeed in an atmosphere of growth and excellence and make a career which gives me satisfaction and self-development and helps me achieve the goals of the company and my own goals

Interests: Financial Analysis, financial modelling, financial controller, accounting management, Investment analysis, financial consultant

Education:

American University of Science and Technology, Beirut, Lebanon
Financial Risk Management – MBA “In process” expected grad date fall 2019

Institute for financial analysts (IFA), Beirut Lebanon
International Certified Valuation Specialist– ICVS November 2018

Schweser institute, Beirut, Lebanon
Junior Financial analyst (JFA) October 2015, September 2016

American University of Science and Technology, Beirut, Lebanon
Banking and Finance – BA October 2012 June 2016

American University of Science and Technology, Beirut, Lebanon
Intensive English October 2011 June 2012.

Professional Experience:

- **Fenicia bank, (Down town, fenicia bank BLDG)**
Position: Financial analyst November 2017 => Current day
 - Study Corporate, SME loans
 - Give first assessment about loans applied
 - Study the accounts movements and track all the statistics through charts and tables
 - track the financial situation of corporate that applies for loans by analyse b/s and income statement
 - Track all the financial ratios and analyse them by looking at the trend

- **Money Sal (Beirut, sen el fill , centre Myrna el chelouhe)**
Position: finance officer& cost controller August, 2016 => November, 2017
(1 year 5 months)
 - Conduct Cost analysis and prepare budget and analyze variances
 - Prepare P/L, Balance sheet and cash flow statements
 - Prepare projected income statement using more than scenario and present it to management.
 - conduct revenue analysis on a monthly basis and compare it with the projected one
 - Prepare all financial reports asked by management and present it through graphs and tables
 - Analyze variances in the income statement
 - Prepare financial reports, charts, tables and other exhibits as requested
 - Track all the financial ratios through tables by category, analyze performance and present it to management
 - Analyze the trial balance and the trend of the accounts and compare it with previous months.
 - Work with external auditors
 - Create table to record assets depreciation
 - Control daily expenses and supervise bookkeeping
 - Reconciliation of banks account, and petty cash account U.S and LBP
 - Prepare commissions for brokers and sub-agent
 - Responsible of provisions account
 - Responsible of all suppliers accounts and payments
 - Prepare clearance paper for settled loans

- **Sacotel, accounting department**
Position: junior accountant May, 2016 => August2016
 - Petty cash daily reconciliation
 - Issuing checks for suppliers
 - Prepare invoices and receipts
 - Bank Reconciliation
 - Collect, analyse and summarize account information
 - Follow up customers' payments done directly in banks
 - Daily journal entries (A/P, A/R)
 - Assist the senior accountant with the monthly financial reports

- **Loubani Office for Auditing, Beirut, Lebanon**
Junior Accountant September, 2015 => February, 2016
 - Handle supplier's accounts.
 - Reconciliation of payables and receivables accounts
 - Posting and processing journal entries to ensure all business transactions are recorded
 - Work on collecting payments from customers
 - Assist the chief accountant in the preparation of the income statement
 - Prepare other reports asked by chief accountant

Selected Course Work (BA)

Banking Science: Money & Banking, Banking Operations, Credit Analysis, Risk Management, Financial Derivatives.

Corporate Finance: Corporate Finance, Financial Markets and Institutions, Investment & Portfolio Analysis, Quantitative Methods for Business Decision

Business: Business Computing, Business Law, Statistics & Probability For Business, Management Information System, Principles of Marketing, Principles of Management.

Accounting: Principles of Accounting 1 & 2, Managerial Accounting, International Finance Reporting Standards, Cost Accounting (self-study).

Selected Projects (BA)

- Analysis and Forecasting of the Financial Statement of Al Dar Corporation. American University of Science and Technology, 2015.
- Business Plan for investing in opening a franchise for Champs Brand in Lebanon. American University of Science and Technology, 2016.

Technical Skills

Financial Statement Analysis, Accounting management, excel, Microsoft world Forecasting and financial projection, budgeting, Cost analysis and payables specialist, Business planning, consulting.

Honours & Awards

Arabic, English, French.

Certificates

- Junior Investment Analyst (JIA) earned in September 2016
- International Certified Valuation Specialist– ICVS

Hobbies

Gym, Basketball and running.

Referees

Available upon request