



Therese El Kady

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Objective

Seeking for a position in a well-established organization with a stable environment that will lead to a lasting relationship in the field of Finance and/or Administration

Securing a place in the Financial Counseling field or administration position, dealing with clients face-to-face, and developing compact financial strategy while using previous knowledge and expertise leading to gain more experience and taking full responsibility in all aspects of finance within a group.

Work Experience

- January 2014 – December 2014** financial control consultant at the World Bank for the Gas unit (LNG unit) of ministry of energy and water (Lebanon) / short-term contract (1 year).
Providing financial statements and consultations for a floating storage and re-gasification unit (FSRU).
- June 2012 – September 2013** Corporate sales administrator (Lubes & Cards) at IPT Group
Issuing cards, communicating & coordinating with the customers. Managing & controlling the basic financial functions of the department: Invoicing, profit analysis & reporting customers' consumption across the company's activities
- July 2011 – November 2011** Financial controller at Home Depot Company
Providing management information & Financial activities reporting to The General Manager on a regular & ad hoc basis as required
- June 2010 – December 2010** Auditor at Elie Aoun's Office
Leading & conducting audits insuring that all management & employees are in conformance to the company quality management system & high work standards. Ensuring that all activities meet or exceed all business goals by preparing preliminary audit report which includes the work performed, identification of deficiencies & recommendations for changes in introduction action of new procedures & controls for corrective action & improved efficiency.
- February 2009 – May 2009** Accountant in the finance department at Castle Mare Hotel
Handling all accounting duties as: Data Entry, VAT, Taxes, NSSF, Cash Flow, Balance sheets, Receivables & payables, Expenses etc..

Training Experience

- December 2009 – January 2010** Training at Booze Company
Financial analysis, accounting practices & reports.
- August 2008 – September 2008** Training at Byblos Bank – Batroun Branch
Learning all the teller tasks such as identifying customers, validate & cash checks, accepting cash & checks for deposit & check accuracy of deposit slip
Performing customers services such as ordering bank cards & checks, recording all transactions promptly, advising on promoting bank products

Education

- 2005 - 2008** **Université Saint Esprit Kaslik – (USEK)**
B.A. in Finance
- 2005** **Batroun Official High School**
Lebanese Baccalaureate II in socio-economics

Skills

- Personal Work Values** Organized, loyal, committed, goal-driven and perseverant
- Communication skills** Team player, good listener, directive
- Computer skills** Microsoft Windows & Office, V Dolphin
- Languages** Arabic, English, French