



**Address**

Beirut; Lebanon

**Contact**

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alexandra.potapova@isae.edu.lb

**Date of Birth**

August 31, 1988

**EDUCATION**

May 2015 - July 2018

**Conseatoire National Des Arts et Metiers - CNAM**

Master in Financial Engineering

September 2007 - July 2012

**Conseatoire National Des Arts et Metiers - CNAM**

Bachelor degree - Economics and Management - Financial Statement

**LANGUAGES**

Arabic	●	●	●	●	●	●
English	●	●	●	●	●	●
French	●	●	●	●	●	●
Russian	●	●	●	●	●	●

**SKILLS**

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

**SOFTWARE SKILLS**

Microsoft Excel	●	●	●	●	●	●
Digitalk	●	●	●	●	●	●
Microsoft Word	●	●	●	●	●	●
Microsoft Powerpoint	●	●	●	●	●	●
Accounting system	●	●	●	●	●	●

**PERSONALITY**

- ✓ Communicative
- ✓ Organized
- ✓ Team player
- ✓ Punctuality
- ✓ Trustful

# ALEXANDRA POTAPOVA

**Linkedin**

<http://linkedin.com/in/alexandrapotapova/>

**EXPERIENCE**

September 2016 - present

**Pioneer Trading company**

Senior Financial Officer

- Financial reporting
- Assist with documenting finance and account processes to be included in the Finance Manual.
- Maintain the General Ledger subsidiary journals including cash receipts and cash disbursements, ensuring accuracy and keeping the Controller apprised of any problems.
- Maintain relationships with financial institutions, specifically banks.

May 2015 - August 2016

**Yasser Younes Jewelry**

Chief Accountant

- Manage and oversee the entire accounting team. Monitor and mentor/train junior staff, clerks, and bookkeepers.
- Maintain highly organized and updated client files.
- Report directly to the operations manager.

January 2013 - April 2015

**El Primo Trading**

Accountant

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Substantiates financial transactions by auditing documents.
- Prepares payments by verifying documentation, and requesting disbursements.
- Guides accounting clerical staff by coordinating activities and answering questions

January 2013 - April 2015

**Al Aman Auditing**

Part-Time Auditor

- Evaluating financial statements and assessing accounts for accuracy and compliance.
- Performing audits for other departments, as needed.
- Reporting on errors and fraud.