**RANIA ABDALLAH** Mobile: 961-3-156924

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**OBJECTIVES**

Building higher level of experience in the economic and financial fields and achieving good knowledge in business.

Looking for a position as a Research Analyst where I can apply my experience and efficiently contribute to the company’s growth utilizing expertise in survey methodologies and basic programming skills in order to manage the company’s projects in a time efficient manner.

**EDUCATION**

**Bachelor in Economics,** Saint-Joseph University, 2011

**English Proficiency Certificate,** Georgetown University, 2011

### Lebanese Baccalaureate Diploma, Economic and social sciences section, Lycee Abdel Kader.

**EXPERIENCE**

**Information International,**

**Research Analyst**

***Since January 2017***

**Information International,**

**Research Statistical Assistant**

***Since November 2011***

***To December 2016***

* Moderating and/or assisting in desk research and marketing research projects.
* Moderating and/or assisting in the statistical analysis of the results through SPSS (Statistical Package for the Social Sciences) and drawing of tables, Charts and crosstabs.
* Assisting with the preparation of reports.
* Moderating and/or assisting and Analyzing Focus Groups.
* Creating databases and questionnaire forms.
* Data Cleaning and auditing of the Data to insure its validity.
* Supervising employees involved in data collection, coding and Data entry.
* Follow up with the Data collection teams in the field.
* Discuss data presentation requirements with clients.
* Producing regular reports for senior management and specialists in different areas.
* Assisting in conducting desk research and drafting statistics-based articles for the company’s publication *THE MONTHLY*.
* Following up with the subscribers of *THE MONTHLY* to collect customer feedback and inform them about the renewal duties.

**Business Project Company (BPC),**

**Internship**

***January 2011***

***July 2011***

* Creation of journals and posting journal entries
* Data entry in excel
* Filling and retrieving information from the archives
* Creation of the trial balance
* Filling tax return forms
* Management of the petty cash
* Issuance of checks to subordinate staff
* Retrieval of reports from the accounting system

**Audi Bank,**

**Internship**

***September 2008***

***October 2008***

* Trained in all departments and exposed to both business and consumer lending
* Worked closely with key administrative personnel in connection with corporate transactions
* Analyzed financial statements and evaluated loan applications.

**Tutoring**

***February 2008***

***March 2011***

* Provided supplemental education services to students of all ages

**SKILLS**

**Skills and Competencies**

* Advanced knowledge of Microsoft Office (Word, PowerPoint, Excel, Access and SPSS).
* Extensive knowledge of spreadsheets and database tools.
* excellent research skills
* Able to plan research and organize tasks effectively.
* Ability to shows willingness to learn from others.

**Languages**

Arabic: Native language

French: Very good in reading, speaking and writing

English: Good in reading, speaking and writing

**Interests**

Reading, travelling and swimming.

*References available upon request*