



# AMIRA KANAAN

## PROFILE

Master's graduate with professional international experience seeking a challenging opportunity in an innovative and creative environment.

## PROFESSIONAL SKILLS

Marketing  
Web content development  
Project Management  
Market Research  
Budgeting  
Financial Analysis


## PERSONAL SKILLS


Creative Spirit  
Reliable and Professional  
Organized  
Time Management  
Team Player  
Fast Learner  
Conflict Management  
Innovative

## CONTACT


P: +4915217877293  
+96171081322  
E: amira.kanaan@hotmail.com

## SOCIAL

 Amira Kanaan

 Amira Kanaan

 AMIRA\_KANAAN

 38678  
Clausthal-Zellerfeld

## WORK EXPERIENCE

### LANGUAGE INTERN

Konrad Adenauer Stiftung- Beirut, Lebanon | July 2015- August 2015

- English-Arabic-German translation
- Assisting with event and project planning including setting up the budgets and financials.
- Updating the Website and Facebook page.

### FINANCE ASSISTANT

Khidmah L.L.C- Abu Dhabi | June 2013 - July 2014

- Assist in performing general ledger accounting functions as needed and assigned.
- Reconcile a wide range of financial data for the purposes of maintaining accurate account balances.
- Maintain the general ledger accounts by monitoring journal entry preparation.
- Prepare monthly accruals and entries and reconcile accounts monthly.
- Prepare special financial reports by collecting, analyzing and summarizing account information and trends.
- Prepare, verify, and process invoices.
- Verify, allocate and post all payments and details of business transactions to accounts.
- Review quotations and assure their financial relevance to the budget.
- Coordinate with the HR team and the bank on issuing and handing labor debit cards.
- Coordinate with the Procurement department and follow up on purchase orders approval from finance.

### MARKETING INTERN

Blom Bank- Beirut, Lebanon | December 2010- May 2011

- Introducing customers to the newly launched financial programs.
- Guiding customers through the procedures of any financial transaction.
- Helping the team with the daily financial journal.
- Helping customers with any further information.

## EDUCATION

MASTER OF SCIENCE IN BUSINESS ADMINISTRATION  
MAJOR INDUSTRIAL PRODUCTION (TECHNISCHE BWL-FERTIGUNG)

Clausthal University of Technology-Germany | 2016 - 2018

Major courses:

- Entrepreneurship Seminar: Creating and marketing your business
- Student Innovation Lab Seminar: Innovations in the Automobile Industry
- Resource and Supply chain management
- Innovation Management
- Consumer Behavior and Marketing Decisions

Thesis: Social Media Marketing - Influencer Marketing

BACHELOR IN BUSINESS ADMINISTRATION  
MAJOR BANKING AND FINANCE

Lebanese University- Beirut, Lebanon | 2009 - 2012

Thesis: Impact of International Sports Events on the Financial and Economical  
Situation of a Country.

---

## LANGUAGES

English  
Arabic  
German  
Russian

---

## CERTIFICATES

Online Google Certificate in Digitalization

---

## REFERENCES

Available upon request