

Amina Ghalayini

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OBJECTIVE:

Highly motivated banking and finance student seeking internship opportunities in customer service or in administrative work. Interest in assisting consumers and coordinating tasks to accomplish and contribute to the organization's purpose.

SUMMARY PROFILE

Hardworking and motivated
Value Customer Service
Communication and Interpersonal skills
Able to work under pressure
Positive thinker
Excellent Team player

EDUCATION

Lebanese American University, Beirut Lebanon	<i>2016</i>
Bachelor in Business Studies – Emphasis Banking & Finance	

Khaled Bin Al Walid School, Beirut, Lebanon	<i>2012</i>
Lebanese Baccalaureate	
Sociology and Economy	

WORK EXPERIENCE& TRAINING

Snack Ghalayini	<i>Sep 2015</i>
Accounting Department	
Calculating the expenses, balancing the account, and managing all related financial transactions.	

BLOM BANK	<i>Nov 2016</i>
BLOM BANK	<i>august 2017</i>

LEADERSHIP ACTIVITIES & INTERESTS

Cross Talk	<i>2015</i>
Volunteer	
LAU - Palestinian Club	<i>2015</i>
Volunteer	
LAU-Finance Club	<i>2014</i>
Member	

KEY SKILLS & COMPETENCIES

Computer: Microsoft Office (Word, Excel, Power Point & Outlook)

Languages:

- *English (Fluent)*
- *French (Weak)*
- *Arabic (Native))*

HOBBIES & INTERESTS

Horseback Riding, Travelling

REFERENCES

Upon request