

Sahar Saeed Halawi

Phone: 00961 78 831 280

E-mail: saharhalawi@hotmail.com

- Address: Barouk, Main Street/ Zalka main road
- Nationality: Lebanese
- Date of birth: July 18, 1997
- Marital Status: Single
- Public Profile: <https://www.linkedin.com/in/sahar-halawi-a7a7b6136>
- Skype ID: Sahar Halawi

Objectives

Seeking a full time job to get a further exposure to the business sector, in a competitive and challenging environment, where I can apply my theoretical and practical studies, practice and develop skills, and contribute to organizational goals. I am very ambitious and dedicated to work and professionalism.

Experience

2019. *First Diana Travel*- A reputable Travel company. POSITION: Accountant- Beirut
- Managing Accounting transactions
 - Working on BSP system, Amadues, Galileo and Sabre
 - Performing daily reports, receipts, commissions and balance sheets.
 - Dealing with agencies and customers.
- 2019 *FM World*- A Multi-level international marketing company. POSITION: Marketer and Sales- Lebanon
- Practicing Entrepreneurship and building a business
 - Working with business partners and growing teams
 - Chain marketing direct sales
- 2018-2019 *SRH Afterschool*- An after school for following students' studies. POSITION: Teacher- Barouk
- Managing students' studies, homework, extra school work, and exams and curriculum studies.
 - Reaching grade goals and students' satisfaction
- 2017-2018 *Livefree ME*- A leading network marketing company. POSITION: Marketer, Sales and Entrepreneur- Lebanon
- Practicing Network Marketing
 - Direct Sales and E- commerce
 - Managing new relationships and business opportunities for entrepreneurs
- 2017 *Central Bank in Lebanon*- Banque Du Liban. POSITION: Training- Aley Branch
- Having greater insight on the banking sector in Lebanon
 - Experiencing theoretical and practical knowledge
 - Gaining extra knowledge on social associations
- 2016 *PhotoFadi Thebian*- A remarkable photo studio. POSITION: Assistant Manager-Bakaata Al Chouf
- Administering accounts and money drawer
 - Buying and selling
 - Filing and organizing
 - Advertising on social media and creating slogans

- Taking initiative or organize social events

Education

2015-2018
Aley

Major: Lebanese University, Faculty of Economic Studies and Business Administration, fourth branch,

- Bachelor degree in Finance and Financial Institutions- Business Administration

Minor: Lebanese University, Accounting and Marketing Elective Courses, Aley

- Accounting 1, Accounting 2, Analytical Accounting, Banking Operations, Feasibility Studies.
- Marketing Principles, E-Marketing, E-Business, Consumer's Behavior, Marketing Financial Products.

Extra-Curricular Experience

May 2019

Workshop sponsored by "UNICEF" and "MADA" Association- a Lebanese NGO for building communities-
Training- Bakaata Al Chouf

- Social Media Training- Learning skills on SM Marketing world, SM Platforms, and their strategies.
- Leadership and Communication Training- Gaining skills in Leadership art and duties, Emotional Intelligence, Stress Management, Effective Communication, and Listening Skills.

May 2019

"INJAZ" workshop- A successful NGO for young business leaders- Training- Aley

- "Boosting Your Employability"- Learning skills on Resume writing, Cover letter and Internships.
- "Steer Your Career"- Learning skills on Leadership, Time management, Oral and Written communication, Problem solving, Team dynamics, Stress management, Emotional Intelligence and Job search.

December 2017

"Besme" workshop- A remarkable humanitarian NGO- Training- Aley

- Learning Life skills, Time management, and Human development skills

2012-2015

English Access Micro Scholarship Program for English language- *The American Embassy- Lebanon*

- Assessing in managing events and outstanding activities
- Learning the English language on several levels
- Practicing community service, teamwork and public speaking
- Scored 880/900 in TOEFL Junior Test

Skills

Personal skills

- | | |
|-------------------------------------|---|
| ● Organization | ● Punctuality and time management |
| ● Multi-tasking | ● Team-work |
| ● Customer-service | ● Paper work and Editing |
| ● Communication and Public Speaking | ● Telephone manners and Numeracy skills |

Computer skills

- Microsoft Word, Excel, Access, PowerPoint, Adobe Photoshop CC 2015, IBM SPSS Statistics and Paint 3D

Languages

- Fluent in spoken and written English and Arabic
- Fair in spoken and written French
- HSK1 Level in Chinese

References

All references and certificates are available upon request

