



ELZA KHALIFE

An honor list senior BBA student with high ethical standards and a strong desire to learn. Currently seeking a job position where I can prove myself while developing my competencies.

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Website: www.linkedin.com/in/elzakhalife

Nationality: Lebanese

Date of Birth: 17 - 04 - 1998

Current Address: Beirut, Lebanon

Native or bilingual proficiency: Arabic -

French - English

B2 level in Business French – DFP (CCI Paris Île-de-France)

C1 level in Business English – BEC Higher Exam

Elementary proficiency: Spanish

Hobbies: Volunteering, Traveling, Playing the drums, Biking and Skiing, Watching movies and documentaries.

EDUCATION

2016-2019 / ÉCOLE SUPÉRIEURE DES AFFAIRES

Bachelor of Business Administration (BBA) affiliated with ESSEC Business School

2001-2016 / ST. JOSEPH ANTOURA SCHOOL

Baccalaureate in economics and social sciences

PROFESSIONAL EXPERIENCE

1. YOUTH LEADERSHIP PROGRAM PARTICIPANT

May-Jul 2019 /

UNDP - Beirut, Lebanon

- Attended a series of interactive learning workshops on innovative and sustainable solutions.

2. PUBLIC INFORMATION INTERN

Feb-May 2019 /

UNITED NATIONS ESCWA - Beirut, Lebanon

- Drafted media advisories, press releases, press reviews, talking points, statements & news stories in English and in Arabic.

- Assisted in organizing press conferences, meetings and other PR events by UNIC-Beirut

- Took and edited photos and videos for media coverage and archiving.

3. SALES ASSISTANT

Sep-Dec 2018 /

KM MOTORS - Beirut, Lebanon

- Shared responsibility with the sales managers for planning and leading sales meetings

- Provided administrative support as needed.

4. FINANCE AND ACCOUNTING INTERN

Jun-Jul 2018 /

HOLDAL Abou Adal Group - Beirut, Lebanon

- Prepared income tax & NSSF calculations, income statements, bank & supplier reconciliations

- Assisted in the monitoring of inventory transactions and the improvement of internal controls

- Assisted in the monthly cash count of the holding's subsidiaries.

5. CHEF AND SERVER

Jul 2016-Nov 2017 /

Frieten Food Truck - Beirut, Lebanon

- Provided a friendly service, including greeting & promoting new items in an engaging way

- Took and processed payments of customized and sometimes detailed orders.

VOLUNTEER EXPERIENCE

1. MEMBER OF YOUNG UN

Part of a team working on enhancing UN-ESCWA's communication, branding and dissemination, and another team working on the working modalities and inclusion of interns.

2. VOLUNTEER AT BASSMA

Took part of the Food Bank activity collecting and distributing food to families in need.

3. MEMBER OF THE SCOUTS FOR 10 YEARS - GDL

Planned and promoted two successful fundraising events that generated over \$5K in cash

KEY SKILLS AND ABILITIES

- Microsoft Office Specialist Certification in Word, Powerpoint and Excel

- Teamwork

- Data analysis

- Video Editing