

Experience

University of Balamand -
Faculty of Business &
Management

Student Assistant

Koura, Lebanon
September-2016 - June-2018

My responsibilities included:

- Revising and proofreading various documents related to dean's and professors' activities
- Assisting the dean's secretary with organizing and preparing for various types of events
- Assisting business students with inquiries and requests

BankMed

Intern

Tripoli, Lebanon
July-2017 - July-2017

Assisted the various bank departments with:

- Operations support department with writing bank drafts and letters of credit and solving customers' issues related to these services
- Customer services department with opening of various accounts, issuing loans and handling customers' inquiries and requests
- Bank tellers department with depositing and withdrawing cash and checks for customers

Skills

Strategic Thinking

Continuous Learning

Financial Analysis

Financial Modeling

Investment Research

Microsoft Office

Thomson Reuters Eikon

Bloomberg Terminal

VBA

Python

Languages

Arabic Native

English Fluent

French Basic

Education

University of Balamand
Bachelor of Business Administration

Koura, Lebanon
2018

Chose the banking and finance concentration where I took courses such as:

- Corporate Finance -Financial Modeling -Econometrics
- Commercial Banking -Investments and Valuation

IESEG School of Management
**Masters of Science in Investment
Banking and Capital Markets**

Lille, France
2019

During my studies I attained certificates and took courses such as:

- Bloomberg Market Concepts Certificate
- Thomson Reuters Eikon Certificate
- CISI International Intro to Investments Certificate
- Equity Analysis -Derivatives -Investment Banking
- Fixed Income Securities -Risk Management
- Investments -Portfolio Management