

# Mira Abou Khalil

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Lebanese

## EDUCATION

### **Phoenicia University (PU) – Al Sarafand, Lebanon**

**September 2016 - 2019**

Bachelor of Business Administration - *Marketing and Entrepreneurship*

Key Courses: Public Speaking, Sales Management, Consumer Behavior, Business ethics, Marketing communication and advertising, Entrepreneurship, Data Science, and leadership.

### **Imperial College – Al Hosh, Lebanon**

**2014 - 2015**

Lebanese Baccalaureate in Life Sciences

## PROFESSIONAL EXPERIENCE

### **Jubaili Bros. Sal – Saida, Lebanon**

**3 September 2018 – 29 September 2018**

*Internship*

- ◆ Conducted a rotation among the Procurement, Accounting, Maintenance, and the Sales departments
- ◆ Completed tasks given by the managers of different departments
- ◆ Handled the cash receipts and cash vouchers
- ◆ Conducted phone calls with the suppliers of the company to get any missed documents
- ◆ Managed the data entry of every purchase order

### **Staunch Machinery – Saida, Lebanon**

**June 18, 2017 - July 18 2018**

*Internship*

- ◆ Completed tasks given by the managers of different departments
- ◆ Worked on excel to enter data
- ◆ Attended a meeting between the sales person and a customer

### **Private Tutoring – Hosh, Lebanon**

**September 2017 - March 2018**

*Tutor*

- ◆ Taught all subjects to 2 students at home; grade 7 and 3

### **American Warehouse – Al Shabriha, Lebanon**

**June 2017 - September 2017**

*Sales Representative*

- ◆ Assisted customers during their shopping
- ◆ Promoted store products
- ◆ Organized the design of the shop to attract more customers

## AWARDS AND RECOGNITIONS

### **Certificate from MoneySmart by Byblos bank**

**April 2018**

- ◆ Attended a workshop about financial literacy

## EXTRACURRICULAR ACTIVITIES

### **PU Business Student Society (BSS)**

**September 2015 – June 2019**

#### *Member*

- ◆ Organized plays about how to write a professional resume and pass the job interview
- ◆ Participated in the plays as the candidate (interviewee) in the job interview section
- ◆ Coordinated “Guest Speaker” events

### **PU Orientations – PU**

**September 2015 – June 2017**

#### *Member*

- ◆ Contributed to PU on-campus orientations for both schools and newly accepted students

## SKILLS & INTERESTS

**Linguistic Skills:** Fluent in Arabic and English

**Computer Skills:** MS-Office (Word, Excel and Power Point)

**Hobbies:** Reading, painting, swimming.