

# Maya El Gharib

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Burj Abi Haidar- Beirut, Lebanon

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## **EDUCATION**

American University of Beirut (AUB)- Beirut, Lebanon	Sep. 2017- Present
Bachelor's Degree in Business Administration-Business Information and Decision Systems concentration Expected Graduation:	May 2020
Amjad High School- Chouiefat, Lebanon	Sep. 2015-June 2017
West Hill College- Kabreshmoun, Lebanon	Sep. 2003-June 2015

## **WORK EXPERIENCE**

- ***Intern at Gevo Maritime and Transport L.T.D-Gezairi*** June 2019-Aug 2019
  - Worked on SAP ERP system for generating cost sheets, manifests and invoices for each shipment received at Port of Beirut
  - Collected and filed documents and sheets under their specific job numbers
  - Worked on preparing a delivery order document for each shipment received
  - Assisted in sending arrival notices for customers for their shipments
- ***Intern at Bank of Beirut and Arab Countries*** June 2018- 1month
  - Assisted with daily customers' transactions
  - Worked on opening new customers' accounts using a newly implemented system (CID)

## **ACHIEVEMENTS AND VOLUNTEERING EXPERIENCE**

Member of the Betta Gamma Sigma Honor Society	Feb 2019- Present
Led the Civic Welfare League club at AUB	May 2018-May 2019
Ranked 4th in Lebanon in the Lebanese Official Baccalaureate Sociology and Economics Exams in 2017	June 2017

## **SKILLS**

- Computer skills: MS Word, PowerPoint, Excel, Visio 2016, Lucid Chart, SAP and SAP Lumira
- Languages: Arabic (Native), English (Fluent), French (Beginner)
- Soft Skills: Continuous learning, Responsibility, Teamwork, and Communication