

SARA ABDO

CONTACT



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EDUCATION

**AUB: AMERICAN UNIVERSITY
OF BEIRUT**
09/2016 – 06/2019

Bachelor's Degree in
Business Administration
GPA: 3.2

**IC: INTERNATIONAL COLLEGE,
BEIRUT**
09/2011 – 07/2016

International
Baccalaureate Diploma

SKILLS

- Communicational
- Detail oriented
- Organizational
- Time management
- Excel
- Office
- PowerPoint

PROFILE

Accomplished graduate with a degree in Finance looking for a strategic position in a multinational which offers a professional working environment that would make the most of my qualifications and abilities, and provide challenging opportunities where I am able to learn and further my career while contributing to the organization. A team player with dynamic interpersonal skills focused on a results-based work habit. Possessing the ability to adapt to changing environments and work well under pressure while effectively prioritizing tasks with a positive and flexible attitude centered on reliability, accuracy, and consistency.

EXPERIENCE

CSCBank Sal, Beirut – International CardSchemes **Oct. 2019 – Present**

- Oversee the process of licensing CSC clients for issuing and/or acquiring activities with the network payments
- Issue cards operating on the network of a scheme

Azadea Group, Beirut – Intern **Jun. 2019 – Jul. 2019**

- Supported in preparing the monthly financial package for auditing purposes
- Developed and reviewed company policies
- Assisted in validating the current accounting treatment by gathering the needed information from local accounting departments

IBL Bank Sal, Beirut – Intern **Jun. 2018 – Jul. 2018**

- Identified customer needs and assisted with processing financial transactions
- Processed and filed customer accounts and documents

CSCBank Sal, Beirut – Intern **Jan. 2018**

- Computed books accounts and financial statements
- Provided account services to customers such as deposits and withdrawals

EXTRACURRICULAR ACTIVITIES

AUB Outdoors – Marketing Team Member **Feb. 2018 – May 2019**

- Devised and presented ideas and strategies
- Created an overreaching image for outdoors in a positive light

AUB Business Student Society – Member **Sept. 2016 – May 2019**

- Supported with organizing a breast cancer awareness bake sale
- Managed all event set-up, tear down and follow-up processes

AUB Volunteering Club – Member **Nov. 2016**

- Tutoring volunteer. Created a weekly study plan for 3 students and trained them basic tasks like reading and simple mathematical calculations
- Coordinated and supported the work of volunteers in organizing a charity dinner for 30 elderly

Beach Cleaning – Participant **May 2016**

- Supported with the cleanup of one of Lebanon's public beaches and facilitated in the recycling of litter and water bottles
- Created a "beach ethic" and a nicer, safer ocean ecosystem

KEY ACHIEVEMENTS

Chalhoub Group Scholarship – Recipient

- Attended a conference on "Beauty in the GCC" at SciencePo., France, which honored the qualified students who received the scholarship

Byblos Bank Case Competition – Top 5

- Qualified into the Top 5 Final Phase in the competition at the HQ of Bank Byblos aimed at revamping an outdated rewards program