

MIRA KAAKANI

Contact

Address:

Ras El Nabeh, Mohamed Hout str, Beirut, Lebanon.

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Skill Highlights

- Communication
- Team building
- Leadership
- Adobe InDesign
- MS Word, Excel and PowerPoint

Languages

- Arabic: Native
- French: Fluent
- English: Fluent

Experience

Hiddengems.lb, Beirut, Lebanon.

Co-founder - Sep.2018- Present.

- Created content for my posts that includes pictures, videos and articles.
- Worked with businesses to build their image and social media presence.
- Obtained Marketing, Branding, Social media and PR skills.
- Created and maintained a strict posting schedule.

Bankmed, Beirut, Lebanon.

Proxies officer- Nov.2015- Jan.2020.

- Authorized and reviewed all types of proxies issued by individuals and entities.
- Assessed companies and individuals accounts to ensure compliance with rules and regulations.
- Prepared reports for compliance purposes regarding US accounts and US Indicia accounts.
- Determined and recommended methods to address improvement opportunities.

Lebanese American University (LAU) Alumni office, Beirut, Lebanon.

Student Assistant- Sep.2012- Jun.2015.

- Arranged alumni student's IDs and membership requests.
- Organized and helped in Alumni lectures and events.
- Planned and assisted in the annual networking event three years in a row.

Bank of Beirut (BOB), Beirut, Lebanon.

Intern- Jun.2014- Aug.2014.

- Deepened my knowledge in banking concerning the diverse departmental units of a bank.
- Learned about the varied types of products offered by commercial banks.

Education

ESMOD Beirut, Beirut, Lebanon

Fashion Business Certificate, Feb.2018- May.2018.

Lebanese American University (LAU), Beirut, Lebanon

Business Administration, Sep.2012- Jun.2015.

Lycée Abdel Kader, Beirut, Lebanon

Scientific French Baccalaureate, Sep.1997- Jun.2012.