

Tala Al Labadi

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Address: Beirut

Phone : 71189002

Education

Bachelor in Business Administration,
Finance and Minor in International Law
American University of Beirut(AUB) |Beirut,Lebanon

09.17 — Present (Expected Graduation:
July 2021)

- Cumulative GPA: 83

High School Diploma
International School of Choueifat- SABIS(ISC)- Choueifat, Lebanon

09.2005 — 07.2017

Work experience

Agrimatco S.A.L
Intern

June 2019 — August 2019

- Completed clerical tasks such as filling, copying and distributing mail.
- Reviewed and corrected malfunctioning or outdated sections on company websites.
- Reconciled client's expenses and payables to ensure they are properly proofread.

Leadership&Activities

Makhzoumi Foundation | Volunteer | Beirut, Lebanon

Helped less fortunate families by serving daily meals for the people who were fasting, with a variety of Ramadan activities including educational plays and children's entertainment activities.

Ajjalouna | Volunteer | Beirut, Lebanon

- Gathered clothes and necessities for the underprivileged.
- Packaged and delivered the organization's charitable donations.

AUB women at work club | Member | Beirut, Lebanon

Helping to create career and networking opportunities for women at AUB

Skills

Languages: English- Fluent | Arabic-Native
Technical: Microsoft Office Suite-Proficient