

AMENA HASAN AL ISKANDARANI

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Email Address: amena.isk@hotmail.com

Nationality: Lebanese

Address: Sidon, Lebanon

Date of Birth: 15-10-1997

OBJECTIVE

Seeking a career, where I may be able to provide the organization with the benefit of my knowledge and skills while learning the standard operating procedures.

EDUCATION

Beirut Arab University	2018 – 2020
Masters of Business Administration in Human Resource Management	

Beirut Arab University	2015 – 2018
Bachelors of Business Administration in Marketing and Advertising	

Rafic Hariri High School	2015
Lebanese Baccalaureate II – Literature and Humanities	

PROFESSIONAL EXPERIENCE

Interning Salesperson at FASCO - Fayez Abi Al-Sheik Trading Co.	Jun – Aug 2017
<i>Sales and Customer service for home systems and equipment</i>	

CIVIC ENGAGEMENT

Volunteer at HFSHD – Hariri Foundation for Sustainable Human Development	2018 – present
<i>Research & development youth program, Electoral program research & youth workshops, Community mobilizing, Forums preparations, Constant training</i>	

TRAININGS

International Computer Driving License	2015
<i>Beirut Arab University, Beirut</i>	
Moderation & Justice Academy for Leaders Certification	2014
<i>Lebanese American University, Beirut</i>	
Leadership and Constitutional Educational Academy Certification	2015
<i>Lebanese American University, Beirut</i>	

SKILLS

Computer Competence	Microsoft Office (Word, PowerPoint, Excel, Access), Computer Essentials
Research	Web Browsing, Research Methods
Communications	Communications Strategy & Instant Communication
IT Security	IT Security
Language Skills	Arabic (native) & English (advanced oral and written skills)

REFERENCES

Available Upon Request