

EDUCATION

American University of Beirut

August 2019 – July 2020

Beirut, Lebanon

Master's degree, Finance (MFIN)

Expected Graduation date: July 2020

Beirut Arab University

February 2016 – May 2019

Tripoli, Lebanon

BS in accounting

CGPA: 3.94/4

Rawdat Al Fayhaa Secondary School

September 2000 – June 2015

Tripoli, Lebanon

Baccalaureate in General sciences

EXPERIENCE

AUB Suliman S. Olayan School of Business

September 2019 - Present

Beirut, Lebanon

Graduate Assistant and Graduate Teaching Assistant

- Provide support to the associate professors of finance at OSB.
- Assist in the preparation of the teaching materials, PowerPoint preparation.
- Perform administrative and research tasks.
- Collect Data and prepare the required inputs of the qualitative parts of a research.

AlBaraka Bank Lebanon s.a.l.

August 2018 – August 2018

Tripoli, Lebanon

Summer Intern

- Helped in most of the customer service officer and teller duties.
- Handled customer's problems.
- Helped in the processes of opening and closing accounts, and providing loans.
- Entered batch of salaries into the system.

Raed Meraabi's Auditing office (Member of LACPA)

July 2018 – July 2018

Tripoli, Lebanon

Summer Intern

- Gained deep knowledge of how to work on the "softwave" accounting system.
- Helped in the audit of the financial statements of many companies.
- Recorded the transactions of pharmaceutical and off-shore companies.
- Prepared balance sheets and income statements.
- Surveyed the quarterly tax returns.

EXTRACURRICULAR ACTIVITIES

Beirut Arab University

July 2018 - August 2019

Represented the Business students on the business committee board

- Attended all the meetings of the faculty members with the dean and the university director to discuss all the student's problems and help in providing solutions and ways to improve the quality of education provided and the satisfaction of students.
- Provided guidance and support by performing my role as an advisor for newly admitted students.
- Organized many activities: talent shows, orphans day, economic and business related discussions., marketing day.

Creativity Development Center

Volunteer

- Helped in the organization of a three-day event that allow high school students to know what are the most needed jobs today and how they can develop and nurture their skills.
- Organized debates between the students and experts in many fields.
- Prepared weekly reports that allow students to get better understand the nature of each job.

Sanabel elnour (NGO)**Volunteer**

- Organized events for the orphans and elderlies during Ramadan and Christmas.
- Lunched and helped in the implementation of strategies to help collect funding.
- Surveyed and lead my team during the performed events.
- Prepared and held accountable for updating the data of the beneficiaries.

Honor and Awards**Issam Hourri Award**

Beirut Arab University

Award granted for the student with the highest CGPA in accounting over the three branches of Beirut Arab University.

President and Dean's honor list

Beirut Arab University

My name was listed on the Dean's and President's honor lists during each semester of my undergraduate studies.

WORKSHOPS AND CERTIFICATIONS**Certificate of active participation in the organization of events**

Beirut Arab University

IC3 Digital Literacy Certification

Certiport - A Pearson VUE Business

Digital Marketing

Beirut Arab University

Delf B2

Institut Francais

SUMMARY SKILLS

Languages: English – French - Arabic

Computer skills: PowerPoint – Excel – Word – Eviews – Publisher.

Skills: Time management – Problem solving – Adaptation – Enthusiasm – Financial accounting – Communication – Numerical analysis.

Interests: Business and market analysis news (Forbes – CNN business week – WSJ – Bloomberg) and a high interest in quantitative financial analysis that I nurture by reading articles.