

Cathreen Hasrouty

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Education

American University of Beirut (A.U.B)

Bachelor in Business Administration – Information and Decision Systems

Beirut, Lebanon

September 2017

Professional Experience

Al-Sayer Group Internship | Kuwait

9 June- 1 August 2019

Leading business in general trading and car imports

- Worked as an intern in the HR department
- Sourced and selected suitable candidates for positions using SAP system
- Conducted interviews for a data entry job position
- Updated company's recruitment booklets
- Created reports
- Designed business processes using "Visio"

Al-Wawan Company – Promoter

10 April- 18 April 2017

A ceramic tile business company in Kuwait

- Developed leadership and communicative skills as a promoter for the company brand
- Knowledge about ceramic tile businesses in general
- Memorized the names of different ceramics and their strengths/weaknesses

Samsung Company – Trainee

20 May- 21 July 2015

- Worked as a trainee for 1 month with Samsung company in Kuwait
- Generated 3,000\$ of profit from sales of android phones as an underwriting trainee
- Managed around 10 client accounts and retrieved around 30 data accounts/day

Awards or Certifications

- Top 10 amongst 11th grade
- 3rd amongst 12th grade commerce section

24 September 2015

16 February 2016

Special Skills or Proficiency

- Fluent in English and Arabic
- Formatting Skills in "Excel", "Word", "PowerPoint", "Visio"
- SAP ERP basic knowledge and use
- Data Tracking and Analysis using "Eikon"
- Creating simple websites through "Wix" and "WordPress"

Extracurricular Activities

Google Analytics for Beginners Online Certification

July 2020

BEYMUN 2020 Public Relations Organizer | Beirut, Lebanon.

Present- March 2020

AUB OSB's Big 4 and after competition | Beirut, Lebanon.

October 2019

AUB Movie Club | Beirut, Lebanon

October 2017

Badminton team JIS | Kuwait

January 2015-2016