

Aya Sleiman



Education :Master's degree, Financial Economics

PERSONAL INFORMATION

CONTACT

Location: Lebanon
Name: Aya Sleiman
Mobile Phone: +961.71554532
Country: Lebanon
Email Address: ayasleiman368@gmail.com

Date of Birth 28 November 1998 (Age: 25)

Gender Female

Nationality Lebanon

Residence Country Lebanon

Visa Status Citizen

Name in Arabic آية سليمان

EXPERIENCE

September 2023 – June 2024

Remote Finance Advisor

at Oxford Logistics Services

Location: Beirut, Lebanon

Company Industry: Business Consultancy Services

Job Role: Financials

September 2022 – August 2023

Office Manager

at Perio Implant Clinic

Location: Beirut, Lebanon

Company Industry: Dental Clinic
Job Role: Administration

August 2019 - August 2022

Office Manager

at Oxford Logistics Services

Location: Beirut, Lebanon

Company Industry: Business Consultancy Services

Job Role: Administration. I was responsible for all the office duties.

EDUCATION

Master's degree, Financial Economics

at Lebanese International University

Location: Beirut, Lebanon

August 2022

Bachelor's degree, Business Administration in Economics

at Lebanese International University

Location: Beirut, Lebanon

May 2019

SKILLS

Excel, PowerPoint, Word Document, Power Bi, Eviews

Level: (Expert)

Teamwork

Level: (Expert)

Time management

Level: (Expert)

Communication

Level: (Expert)

Negotiation

Level: (Expert)

Problem solving

Level: (Expert)

Performance management

Level: (Expert)

LANGUAGES

English

Level: Fluent

French

Level: Basic

Arabic:

Level: Native