

# Malak Berro

Student

A self-independent and motivated business student that is striving to work in a financial department.



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## EDUCATION

### Business and Administration Saint Joseph University

09/2017 – Present

#### Courses

- Accounting
- Mediation: Conflict Prevention and Resolution
- Ms Excel
- Marketing (Strategic and Operational)
- Micro&Macro Economics
- Math
- Ms Office
- Management Control
- Financial Analysis

## WORK EXPERIENCE

### Trainee Lords Insurance Services

06/2017 – 07/2017

#### Achievements/Tasks

- Data Entry
- Dealt with client services such as providing information about products and services
- Solicited sale of new and additional services
- Filled up applications of clients

Contact: Mrs. Rima Harakeh- 70/401166

### Internship Bank Audi Bab Idriss and Gefinor

07/2018 – 08/2018

#### Achievements/Tasks

- Finance department: assisted analysts in their daily workings, had the chance to suggest and give out opinions regarding the budgeting section
- Customer service: reviewed transactions and account charges, assisted with address changes, tracked checks and payments
- Teller: handled the customers' financial transactions, counted cash, answering phones and filled in paperwork

Contact: Mrs. Liliane Abou Hamdan – Human Resource Manager – (liliane.abou-hamdan@banqueaudi.com)

### Internship Banque du Liban

07/2019 – 08/2019

#### Achievements/Tasks

- Attended courses regarding the banking sector at BDL

## SKILLS

Interpersonal Communication Skills

Flexible

Conceptual Skills

Adaptability Skills

Inductive Reasoning

Logical Approach

General Office Skills

## ORGANIZATIONS

### Ana Aqraa (06/2016 – 07/2016)

Was a volunteer at Ana Aqraa Association where my role was being a teacher assistant by helping them provide extra sessions for the children that are in need in public schools.

## LANGUAGES

Arabic



English



French



## INTERESTS

Football

Music

Socializing

## **Assistant Finance Administration (Internship)**

Hôtel Dieu de France

08/2019-09/2019

### *Achievement/Tasks*

- Check the accuracy of the financial accounting transactions
- Understand how the finance department maintains the hospital's sustainability
- Understand how to prepare and monitor applications

## **Assistant Accounts Officer (Internship)**

Real Estate Construction & Management

06/2019-07/2019

### *Achievement/Tasks*

- Reported to the management regarding the finances of the organization
- Analyzed business operations such as trends and cost revenues
- Surveyed operations to ascertain accounting needs to maintain solutions for the financial problems
- Analyzed accounting and financial reports to assess the accuracy of completeness