

# Charbel J. Saber

Date of birth: 24<sup>th</sup> August 1997

Beirut, Lebanon

Nationality: Lebanese

Mobile: +961 76 634408

Civil Status: Single

E-mail: charbelsaber97@gmail.com

## Personal Profile

I am a methodical person when facing problems, able to gather and analyze information that is diverse and unfamiliar. Furthermore, I am a good team player who can easily interact with my counterparts and superiors whilst working independently or as part of a team. I also have well-developed verbal as well as written communication skills, and I can present information, and compile reports of audit results to senior managers.

## Education and qualifications

- |              |  |
|--------------|--|
| 2022-Present | <b>Université Saint Joseph de Beyrouth, Faculté des lettres et des sciences humaines</b> <ul style="list-style-type: none"><li>• Master's Degree in Leadership and Human Resources Management</li></ul>  |
| 2018-2020    | <b>Université Saint Joseph de Beyrouth, Faculté de Gestion et de Management, Huvelin</b> <ul style="list-style-type: none"><li>• Master's Degree in Business Administration</li></ul> <u>Modules included:</u> courses in human resources, business plan, business research, marketing, e-business, e-commerce...  |
| 2015-2018    | <b>Université Saint Joseph de Beyrouth, Faculté de Gestion et de Management, Huvelin</b> <ul style="list-style-type: none"><li>• Saint Louis University<sup>TM</sup> Missouri USA English Proficiency certificate</li><li>• Bachelor's degree in Business Administration (French program)</li></ul> <u>Modules included:</u> courses in general accounting, finance, and financial analysis, marketing strategies, business math, organizational management, business law, mathematical statistics, and quantitative techniques. |
| 2013 -2015   | <b>Collège Ellysée, Beirut (Hazmieh)</b><br>Recognized by the Agency for French Education Abroad (AEFE) <ul style="list-style-type: none"><li>• French and Lebanese Baccalaureate, Life Sciences option(biology) – May 2015</li></ul>  |
| 2002– 2013   | <b>Collège Notre-Dame de Jamhour, Beirut (Baabda)</b><br>French program  |

## Work experience

- |               |  |
|---------------|--|
| 2021-Present  | <b>Dar Al-Handasah (Shair and Partners), Verdun</b><br>-HR officer   |
| 2019-2021     | <b>Arabia Insurance Company, Ein-Mreisseh</b><br>-Medical Representative<br>Analyze reports, policies studying and issuance and follow up, Loss ratios, SME and Groups handling, portfolio analysis... |
| Summer 2019   | Internship at <b>Admic SAL</b> for 2 months and <b>Orient le Jour- Beirut</b> for 1 month  |
| February 2019 | Winner of the Q1 The QUEST competition by <b>Unilever</b>  |
| Summer 2017   | <b>Khalil Fattal Et Fils SAL, Beirut</b><br><br>Internship for 3 months  |

Summer of 2015-2016: Assistant manager and internal audit/accounting at UM AIRLINES

### **Additional Skills, qualifications, and achievements**

#### **LANGUAGES**

- FLUENT IN READING WRITING AND SPEAKING ENGLISH, FRENCH, AND ARABIC.

#### **IT skills and software:**

- Confident in all Microsoft office packages (Excel, Project, Word, Power Point)
- Experienced in visual studio and web content (HTML, Visual Studio)

#### **Skills**

- Project Management, Teamwork, Leadership, case solving...

#### **ACTIVITIES**

- Electronics and robotic club, environmental club, audiovisual club.

#### **INTEREST AND HOBBIES**

- Reading, Traveling, Economics, History, Sports (swimming, cycling), Music, Movies and Cars