

KAREN DACCACHE

BUSINESS ADMINISTRATION – FINANCE

PROFILE

Nationality:
Lebanese

Date of birth:
22/09/1998

Objective:
To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

CONTACT

Phone:
+961 71 669786

Email:
karendaccache98@gmail.com

Hobbies

Scout leader in Scout Du Liban
Technology
Public Relations
Social Events

EDUCATION & CERTIFICATES

Holy Spirit University – Kaslik, Lebanon
Fall 2016 – Spring 2020
Bachelor in Business Administration – Major: Finance

Ecole Notre Dame Des Anges – Badaro, Lebanon
Fall 2002 – Spring 2016
Lebanese Baccalaureate in General Science

Certificate of completion – study.com
Has successfully completed 7 course hours in the following subject:
E-Business.

Certificate of completion – Udemy
Has successfully completed the complete **Financial Analyst** course
2020

WORK EXPERIENCE

AFAC- Arab fund of Arts and Culture
Mars 2020 – July 2020
Internship at AFAC – Ashrafiye
-working with CMS: content management system
-data entry on website
-Photoshop illustrator
-working with excel

Bank Audi
January 2019 – February 2019
Internship at Bank Audi – Kaslik branch
-assisting with audits and entering data
-handling daily customer transactions such as cash withdrawal, cash deposit, internal and external transfers and foreign exchange transactions.
-working with customer service representatives on opening new accounts, collecting and organizing files and following up loans.

Mike Sport
June 2016 – October 2017
Sales consultant at Mike Sport – Kaslik
-completing sales transactions.
-pricing and organizing products.
-controlling stock inventory.

SKILLS

Computer skills: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Adobe premiere, Adobe Photoshop.

Personal skills: commercial awareness, communication, teamwork, problem solving, leadership, analytical skills, perseverance and motivation.

LANGUAGES

Arabic: Read, written, spoken: fluently.
English: Read, written, spoken: very good.
French: Read, written, spoken: very good.

