

# RAWAN DAHER

BEIRUT-LEBANON.

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## ABOUT ME:

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I am a business graduate from ESA Business School, currently pursuing my masters degree in Management. I am looking for an internship or a job opportunity in order to gain experience and enrich my knowledge. I am highly committed and self-motivated. I enjoy working in teams, and have good social skills.

## WORK EXPERIENCE

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### Junior Accountant - Intern

*Trust Security | August 2018, Beirut - Lebanon*

I gained experience as a Junior Accountant and as an assistant to the manager of the Accounting department; I covered the basics of Data Entries, checked invoices and learned how to prepare budgeting for a month.

### Communication intern

*Deals Group| March 2021, Turkey.*

I gained experience as a sales intern in a trading company. I learned how to check all invoices for details of purchase, made calls to follow deals, communicated with the accounting department for all transactions and learned the process of importation and exportation of goods.

### Marketing Intern

*Beirut AI | 15 March 2021 - 15 June 2021, Beirut - Lebanon.*

I gained experience as a marketing intern in an NGO. I handled 3 campaigns: set up a marketing plan and created posts for social media. I implemented changes in the website, coordinated with graphics, and provided my manager with marketing reports each week. I also wrote and proofread creative copies.

### Academic Assistant

*ESA Business School | 21 June 2021 - 16 July 2021, Beirut - Lebanon.*

I was supporting the activities of the Executive Education Program Manager, and the various departments in the Executive section. I helped with the smooth running of courses, organized exams, and arranged all necessary preparations for workshops and certification programs. I also managed a large part of the planning for a summer bootcamp.

## ACADEMIC BACKGROUND

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Lycée Franco-Libanais Verdun

*2005- June 2018*

Baccalaureate - Following the scientific branch

ESA Business School

*Septembre 2018- June 2021*

Bachelor in Global Business Administration

ESA Business School - IAE de Poitiers

*Septembre 2021- June 2022*

Master 1 in International Management

## CERTIFICATES & ACHIEVEMENTS:

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- Microsoft Office: Word Specialist.
- Business English, Certificate Higher - Cambridge assessment
- Diplôme de Français Professionnel des Affaires (DFP)- CCI -Paris Ile de France accredited
- Certificate: Challenges of the state to promote and protect Human Rights by UNDP.
- IELTS: score 8

## PROFESSIONAL REFERENCES

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Sandra ABBOUD - Manager of the Executive Education department at ESA Business School.

Contact: Campus de L'ESA, 289 rue Clemenceau, Beyrouth, Liban.

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