

BECHARA KERBAGE

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PROFESSIONAL SUMMARY

An enthusiastic fresher, capable of using functional skills for the betterment of the organization. Currently pursuing a BBA from the American University of Beirut, Lebanon. As a budding professional, looking forward to working with an organization where teamwork is required and hard work is appreciated and to be in the position which is best to acquire knowledge and skills.

EDUCATION

From September 2016/ June 2021.	American University of Beirut (AUB) Bachelor 's Degree in Business Administration General Management Concentration Expected Date of Graduation: June 2021 Business courses GPA: 3.02/4.0	Lebanon
From September 2006/ June 2016	Lycée Français International Georges Pompidou (LFIGP). French Science Baccalaureate (honors): Physics and Chemistry Date of Graduation: June 2016	UAE

EXPERIENCE

From Jun. 2016 to Jul. 2016	Archirodon Construction (overseas) <i>Position Held:</i> Admin Intern <u><i>Summary of Duties:</i></u> * Participated in the monthly time entry and payroll using the company's HR system (AHRIS).	UAE
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CORE | TECHNICAL SKILLS

Language Skills: Fluent in Arabic, English and French (Reading, Speaking and Writing).

Spanish: 5 years of Spanish lessons at Lycée Français International Georges.

Computer Skills: Proficient in MS Office (Word, PowerPoint and Excel) and Internet Applications.

Competencies: Problem solving, analytical skills, communication, teamwork and decision making.

VOLUNTEERING

Sept. 2018: Volunteer with the Order of Malta in Lebanon (1-week camp for children with cancer).

Dec. 2018: Volunteer with the Order of Malta in Lebanon (5 days Christmas decorating project for the poor elderly in Ain El Remmaneh).

Aug. 2020: Offre joie: rebuilding affected houses after the Beirut explosion (2month).

INTERESTS AND HOBBIES

Football (participated in many international tournaments), Basketball, Fitness, Hiking, Boxing, Travelling and Volunteer work.

October 2019: Attended a Seminar in payroll (Lebanon)

REFERENCES

Available upon request