

KARIM BALAA

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Beirut, Lebanon

PROFESIONAL SUMMARY AND OBJECTIVE

I am a young and responsible university student at the American University of Beirut looking for an internship position. I am currently majoring in Business Administration and concentrating in Business Information and Decision Systems (BIDS), as well as General Management. I already occupied an Admin Assistant position and can't wait to learn more!

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon

September 2019

Bachelor's Degree in Business Administration – Double concentration in BIDS and General Management

GPA: 3.57/4.0

Expected Graduation: December 2022

Lycée Abdel Kader (LAK), Beirut, Lebanon

May 2019

French Scientific Baccalaureate – concentration in Physics and Chemistry

EXPERIENCE

SchemaZone, Toronto, Canada

July – October 2020

Intern – Admin Assistant

- Assisted the Business Analyst in Research and finding relevant data and worked on Data Entry as well.

EXTRACULLICULAR ACTIVITIES

Lebanese Heritage Club, Beirut, Lebanon

September 2020 - Present

Member

- Help in planning and hosting events.

WORKSHOPS AND CERTIFICATIONS

FREE Project – Soft Skills Workshop, Beirut, Lebanon

June – September 2020

- Took a course related to the development of Soft Skills.

SUMMARY SKILLS

Languages: Arabic (Mother Language), French and English (Fluent Speaking, Writing)

Computer Skills: Microsoft Office Application Suite (Word, Excel, PowerPoint), Microsoft Access

Soft Skills: Communication, Teamwork, Leadership, Time Management

Interests: Cooking, Swimming, Tennis, Social Media, Artificial Intelligence,

REFERENCES

Provided upon request.