

Nadine Al Beaini

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I am an aspiring senior business student emphasizing in Banking & Finance. The business world plants the motivation and curiosity in me to dive into it as I am driven by a thirst to develop my knowledge, acquire new skills and reach my full potential.

EMPLOYMENT HISTORY

DHL – Beirut, Lebanon December 2020 – March 2021
Finance and Accounting Intern

- Handled filing and archiving.
- Conducted reconciliation between banks and DHL, Ministry of Finance reconciliation for deposits and payments, and International Air Transport Association (IATA) reconciliation with airline air waybills.
- Updated database for Vendor Master File in call supplies and general information.
- Generated Visa deposit lists.

EDUCATION

Lebanese American University – Beirut, Lebanon Exp. Graduation Date: May 2023
Bachelor of Science in Banking & Finance
Honors Program Student | CGPA: 4.0/4.0

Cracow University of Economics – Cracow, Poland Spring 2022 Semester
Erasmus Exchange Student

Amjad High School – Choueifat, Lebanon September 2004 – June 2018

EXTRACURRICULAR ACTIVITIES

Lebanese American University – Beirut, Lebanon

- **Member – Finance Club** October 2020 – May 2022
- **Member – Data Analytics Club** February 2022 – May 2022
- **Member – Mathematics Club** October 2020 – May 2021
- **Public Relations Officer – LAU Simulation Model Programs** October 2020 – May 2021

Amjad High School – Choueifat, Lebanon September 2014 – June 2017
Science and Health Club Member

MMKN NGO – Beirut, Lebanon February 2022 – May 2022
Volunteer

SKILLS

- Microsoft Word, PowerPoint, and Excel
- Communication skills
- Teamwork
- Adaptability
- Flexibility
- Fast learner

LANGUAGES

- Arabic: Native
- English: Full Professional Proficiency

REFERENCES: Available Upon Request