

Rama Al Hindi

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EDUCATION

Lebanese American University | Beirut, Lebanon | 2015-2019

Bachelor of Science in Business, Honors: Major in Management, Minor in Economics

Major GPA: 3.71, Minor GPA: 3.5, Cumulative GPA: 3.48

American University of Beirut | Beirut, Lebanon | 2020

Master's in Business Analytics, Fall semester GPA: 3.70

Work EXPERIENCE

Unit Lebanon Youth Project (Ta'atheer Best NGO award in 2017) Beirut, Lebanon | January 2020 - Present
Full time Bridge Program Officer

- Assisting in the planning, implementation, monitoring and reporting of bridge program
- Maintaining the program database, guiding and processing applications in compliance with Bridge procedures
- Maintaining network and communication with program beneficiaries and alumni
- Collecting and analyzing relevant graduate studies and job opportunities and send them to potential alumni
- Supporting the organization-wide activities, coordinating office activities and providing assistant to the team

First National Bank (Compliance department, Head Quarter) Beirut, Lebanon | July – December 2019

Long term paid training at Know Your Customer /Anti Money Laundering officer position

- Assisted in opening and amending reviewing and exiting clients according to the established policies
- Assisted in reviewing clients transactions to detect and report proposed or completed unusual activity
- Assisted in formatting training materials about sanctions

Lebanese American University (School of Business, AACSB accredited) Beirut, Lebanon | 2016 – 2019

Part-Time Assistant at the Development and Continuous department

- Provided advising and administrative support and helped in managing the workload

20moro (Instagram page: online shop) Beirut, Lebanon | 2018- 2019

Founder and creator (customized music band products)

- First business in Lebanon to serve the specified niche market
- Delivered 30 orders in the first month of operating, ensured quality delivery and served events

First National Bank (Sabra branch) Beirut, Lebanon | 2018

Summer internship for one-month at the Teller and Customer Relations Support position

Volunteering experience

- Twelve hours of volunteering at Beirut Marathon Association as start line organizer, 2018
- Forty hours of volunteering at Unit Lebanon Youth as Office Assistant, 2016

Achievements

- Ranked second in grade twelve official exams at my high school (over one hundred forty students)
- Received ULYP scholarship to complete my undergraduate studies at LAU
- Received Tammoh cheque for outstanding student in 2018
- Placed two times in LAU distinctions list and three times in LAU honors list
- Speech speaker in the event “Celebration of Education” of ULYP’s graduate class of 2019

Extracurricular

- Attended Startup Roadshow Bootcamp organized by Jussor
- Attended MoneySmart, a financial literacy bootcamp organized by Eventa and Byblos bank
- Clubs joined: member of Aie, Entrepreneurship and PCC club at LAU
- Took part in challenge to change circles for women empowerment

IT Skills: Access, Microsoft, Program R (data analytics)

Languages: Arabic (native) and English (fluent)

Hobbies: Editing videos, creating content, writing, cooking and music