

## Mira Yahya Najib Abdalla

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**Chhim, Mount Lebanon**

### OBJECTIVE/Profile

A multi-skilled worker with a fair experience of finance & accounting procedures, creating E-lessons and teaching skills. Good knowledge in Analytical & problem-solving skills & able to provide financial information to all areas of the business. Now looking for a new & challenging full-time job, which will make best use of my existing skills and experience & also further my development.

### EDUCATION

<b>From January 2020 Till present.</b>	<b>Beirut Arab University</b> Master of science in Business Administration (HRM) Expected date of Graduation: December 2021 <b>GPA: 3.8 High Distinction</b>	<b>Beirut, Lebanon</b>
<b>From September 2016 till June 2019.</b>	<b>Beirut Arab University</b> Bachelor's in business administration (Banking and finance) <b>GPA: 3.94 High Distinction.</b>	<b>Debbieh, Lebanon</b>

### EXPERIENCE

<b>From March 2021 till August 2021</b>	<b>Ana Aqra Association</b> <b>position:</b> remote early childhood teacher and content creator	<b>Beirut, Lebanon</b>
<b>From August 2020 till October 2020</b>	<b>Farah Net company</b> <b>position:</b> assistant manager	<b>Mazboud, Lebanon</b>
<b>From July 2018 Till August 2018</b>	<b>Bank Audi</b> <b>Position:</b> Trainee <u>Operational Section:</u> Cash Deposits & Withdrawals, Check Operations, Transfers, Transactions & Payment of Bills... <u>Commercial section</u> Opening of Accounts, Plastic Cards/ Call Center, Consumer and Housing Loans, Letters of Guarantees, Commercial Loans.	<b>Saida, Lebanon</b>

### SKILLS

**Languages:** Arabic (Native), English (Fluent), French (Fluent)

**Computer Skills:** MS Word, Excel, PowerPoint, Access, Internet use, email management, digital calendars.

**Soft Skills:** Leadership, Team Building, Organizational, Management, Public Speaking, Detail-oriented, Communication Skills, Analytical Skills, Debate Skills.

### Certificates

- IC3 certificate (Microsoft Office: Word, Excel, Access, Power Point)
- First Aid provider certified from The American Heart Association
- SPSS 1 certified by the center for continuing and professional learning at Beirut Arab University
- Community volunteer (CSR) certified by Bank Audi community service team.