

FRENCH

EDUCATION

Mater in Business Administration (MBA) in Digital Business, EU Business School, Spain

October 2020 – June 2021

- Key courses : Digital Marketing Strategies, Digital Business Architecture and Design.
- **GPA of 3.4 / 4.0**

International Bachelor of Arts in Business Administration, Institut Supérieur de Gestion (ISG), France

September 2017- June 2019

- Received a Diploma from Middlesex University of London
- **GPA of 3.0 / 4.0**

WORK EXPERIENCE

Technomec L.L.C, Lebanon | Retail

July 2021 – January 2022

Accounting Assistant

- Prepared monthly P&L by gathering all the necessary information about revenue and expenses.
- Prepared daily bank and cash reconciliation journal entries.
- Provided clients with data-driven financial research for targeted purposes.
- Managed various accounting functions including accounts payable, accounts receivables, cash transactions, bank reconciliations and transfers.
- Networked with clients, associates, and interns throughout the firm's operations.

Sport-Team SAS, French Guiana | Sports Retail

November 2020 – November 2021

Marketing Officer (Remote)

- Managed social media content and bolstered online engagement by more than **56%**
- Conducted promotional activities.

Technomec L.L.C, Lebanon | Retail

April 2020 – October 2020

Export Customer Service Coordinator

- Consulted clients on sales of machinery and equipment, and built personal relations
- Outlined and supervised the reorganization of the company's stock and inventory facilities
- Managed brand exposure on social media, and enhanced ROI by 13% for the Fiscal Year 2020.
- Constructed an enterprise database for sales performance, inventory turnover, and key indicators.
- Engaged in multifaceted customer support.

Khoury Contracting Co. SARL, Lebanon | Construction

February 2020 – March 2020

Accounting Assistant Intern

- Prepared and revised client invoices.
- Performed basic office tasks such as filling, data entry, answering and processing with emails and calls.
- Prepared daily bank and cash reconciliation journal entries.

Sport-Team SAS, French Guiana | Sports Retail

August 2019 – December 2019

Sales and Marketing Assistant Intern

- Used accounting software to complete daily cash reconciliation and checked on the stock.
- Delivered exemplary customer service and problem solving by clearly communicating and helping customers with their inquiries so they can feel comfortable by building and promoting strong and long lasting relationships.

EXTRACURRICULAR ACTIVITIES AND CERTIFICATIONS

- **Certificate from “New Horizons Computer Learning Centers”** : (Data Analysis in Excel - Part 2)
- **Certificate from the USAID in “Building Skills”**

SUMMARY SKILLS

Computer Skills: Microsoft Office, Macintosh Utilities, Capsim.

Languages: Native in Arabic & French, Fluent in English, Basic in Spanish.

Soft Skills: Leadership, Negotiation, Communication, Problem Solving, Management.