

# Sabah Houwayji

beirut, Lebanon

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## EDUCATION

**Lebanese American University, Beirut, Lebanon**

Dec 2019

BS in Business – Accounting Emphasis

Awarded a full USAID Scholarship

Finalist in Developing Business Plan Competition

## EXPERIENCE

**Internship at Chemonics- CSP, usiad**

May'21-Jul'21

- Communicating with NGOs, monitoring students, data entry

**Supervisor at MMKN NGO**

Jan'21-May'21

- Maintaining and documenting whatsapp groups (sessions)
- Evaluating the program
- Developing and managing reports, updating databases

**Purchasing Assistant at Jawhar Trading Company**

Mar'19-Mar'20

- Data entry and invoices, perform orders

**Internship at Bank Audi**

Aug'19

- Worked at the customer service department and as a teller

**Internship at Choujaa Audit Firm**

Aug'18

- Data entry and invoices, reconciliation, balance sheets

**Internship at Central Bank of Lebanon, Zahle, Lebanon**

July'18

- Attended lectures covering all the major departments and their functions

## EXTRACURRICULAR ACTIVITIES

- Leader in National Education Scouts, with the Ministry of Education 2016-2021
- Volunteer, Red Cross Club - LAU 2016 – 2019
- President, Safety Awareness Club – LAU 2017 – 2019
- Volunteer Teacher, MMKN NGO 2017 – 2018
- Volunteer, MAKHZOUMI foundation- Beirut, Lebanon 2017

## WORKSHOPS

- First Aid workshop – Lebanese Red Cross
- Power of Citizenship Awareness Workshop 2018
- Time Management Workshop 2017
- Individual Development Plan(IDP) 2017

## ADDITIONAL INFORMATION

*Languages:* Fluent in spoken and written English and Arabic

*Computer Skills:* Microsoft Word, Excel and PowerPoint