



DIMA SAFA

BBA- FINANCE

I am an upbeat, motivated, and hardworking finance graduate with an eye for detail and a drive for perfection.

CONTACT

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VALID KUWAITI RESIDENCY HOLDER

EXPERIENCE

FINANCE TRAINEE

MIDDLE EAST AIRLINES | 07/2021- 08/2021

- Completed a 6 week training program in the Middle East headquarters and amassed information on airline and company-specific operations.
- Attended daily meetings with different department heads and employees to gain insight on company financials.

RESEARCH ASSISTANT

THE AMERICAN UNIVERSITY OF BEIRUT | 08/2020- 12/2020

- Summarized lengthy interviews with AUB business professors to provide summarized articles on the AUB website.
- Analyzed issues with current CRM application (Salesforce), while learning to navigate through its features and better utilize it.

RESIDENT ASSISTANT

THE AMERICAN UNIVERSITY OF BEIRUT | 08/2019- 06/2020

- Presented myself as a role model for respect, integrity, and responsibility for 200+ girls in the dormitory.
- Ensured residence policies were upheld and responded to violations with respect to university guidelines.
- Managed emergencies and crises during the 2019 Lebanese revolution.
- Ensured accuracy in records and logs pertaining to residence's keys and valuables.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION- FINANCE

THE AMERICAN UNIVERSITY OF BEIRUT | 08/2017- 06/2021

- Commercial Bank Management, Financial Markets and Institutions, Valuation Methods, International Financial Management, Consumer Behavior

HIGHSCHOOL DIPLOMA

AL BAYAN BILINGUAL SCHOOL- KUWAIT | 08/2013- 06/2017

SKILLS

- Microsoft Office, MS Access
- VBA
- Analytical
- Communication
- Teamwork
- Detail Oriented
- Money management
- Flexibility
- Eagerness to learn
- Organization
- Positivity

LANGUAGES

ENGLISH- native or bilingual proficiency (5/5)

ARABIC- full professional proficiency (4/5)

FRENCH- elementary proficiency (1/5)

CERTIFICATES

GOOGLE DIGITAL GARAGE- FUNDAMENTALS OF DIGITAL MARKETING CERTIFICATION | 07/2021

40 HOURS. CERTIFICATE ID: V7R X75 LAP