

## Education

2019 – 2021	<b>MBA in Accounting Information System</b> Lebanese International University
2016 – 2019	<b>BA in Accounting Information System</b> Lebanese International University
2016	<b>Lebanese Baccalaureate in Sociology and Economics</b> Ecole National Orthodox Cheikh Taba, Akkar

## Experience

May – August 2020	<b>Financial Officer at Amigo Car Dealership</b> <ul style="list-style-type: none"><li>• Prepare monthly reports of sold cars.</li><li>• Consulted with clients of possible financing options.</li></ul>
June – August 2019	<b>Accounting Officer at Best Clean for Laundry Services</b> <ul style="list-style-type: none"><li>• Weekly financial reports.</li><li>• Prepare balance sheet and income statements.</li><li>• Prepare invoices and invoice statements.</li></ul>

## Extracurricular Activities

2016 - Present	<b>Lebanese Red Cross</b> <ul style="list-style-type: none"><li>• EMS:<ul style="list-style-type: none"><li>○ First aid worker</li><li>○ Present workshops on how to deal with patients and how to use medical equipment.</li></ul></li><li>• Warehouse Manager:<ul style="list-style-type: none"><li>○ Monthly reports of equipment available and monthly usage.</li><li>○ Report for higher managers</li></ul></li></ul>
November 2018	<b>Participated in the following workshops in collaboration with DPNA</b> <ul style="list-style-type: none"><li>• Leadership Skills</li><li>• Emotional intelligence for workplace success.</li><li>• Presentation skills</li><li>• Critical thinking and decision making.</li></ul>
March 2018	<b>Certificate of body language and physiognomy workshop</b> Business and Finance Club (BFC), Hamra.

## Additional Skills

Languages	English (Fluent), French (moderate), Arabic (Native), German (Elementary).
Skills	Computer skills: Microsoft Office package.
Personal aptitude	Motivated, determined, creative, passionate, organized, independent.

## Reference

References are available upon request.