

Mona Al Khatib

JOB TITLE

Beirut, Lebanon, monakhatib98@gmail.com, +96176976266
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Education

Bachelor Of Sciences In Business Studies

Lebanese American University (LAU)

Banking And Finance Emphasis

Minor: Business Data Analytics

Expected Dec 2021

GPA: 3.6/4.0

Experience

LAU, Fine Arts Department, Beirut

Administrative Assistant

- Coordinate with the head of department in order to support student service
- Maintain 700 students' file per day leading to 5% error reduction
- Assist the director in order to secure

Sept2018-
Sept 2019

Bank Audi, Saida

Banking&Finance Intern

- Handle customer financial transactions as deposits, withdrawal of cash
- Monitor all customer requests for service cancellations and recommend appropriate solutions to resolve all customer service issues.
- Maintain customer database and update periodically.
- Ensure achievement of all promotional sales targets through effective sales referral process.
- Promote bank products and services.
- Manage ATM Deposits
- Balance numbers at the end of day

June 2019-
July2019

Sept2019-
Feb2020

Lau, Riyadh Nassar Library, Beirut

Administrative Assistant

- Coordinate with the director in order to ensure all students' demands
- Send and receive correspondence between students and director
- Manage and maintain students' data within office

Extra-Curricular Activities:

Member – LAU Environmental Club (Jan 2018)

Design Software Skills

- Adobe Software (illustrator, InDesign, Adobe XD)

Data Analyst Tools:

- Tableau Software
- R software (fair)

Skills:

- Able to meet deadlines and procedures quickly
- Analytical and problem solving coupled with decision-making ability
- Advanced skills in Microsoft office
- Strong research, communication & presentation skills.
- Languages: Arabic, French & English