

EDUCATION

Bachelor in Economics. American University of Beirut.

09/2018 - 06/2021

Beirut

Courses

- Bachelor in Economics

French Baccalaureate. Lycee Abdelkader.

09/2003 - 06/2018

Beirut

Courses

- French Baccalaureate

WORK EXPERIENCE

Microsoft Data Analyst Associate Program Workplace/Company

10/2021 - Present

In progress, Final assessment and certificate on the 20th of december.

Intern in the finance department Movenpick Beirut

06/2021 - 07/2021

Beirut

Achievements/Tasks

- Provided general support to the finance office.
- Worked closely with the credit manager, debit manager and the head accountant.
- Utilized the following programs: Sun, Opera.
- Gained general experience in the following offices: receiving, store, cost control.

Financial Officer Assistant Issam Fares institute Aub

01/2018 - 09/2019

Beirut

Achievements/Tasks

- Provided general support to the finance office team.
- Data maintenance.
- Prepared balance sheets and updated financial records and processed invoices.
- Gained hands on experience on various aspects of day to day financial tasks.

Assistant administrator Seven Skies Travel Agency

06/2016 - 01/2017

Beirut, Lebanon

Achievements/Tasks

- Provided general support to all employees in the agency.
- Processed purchase orders with the support of sales team
- Maintained inventory checklists
- Gained hands on experience on various aspects of ticketing and customer service.

SKILLS

Team player

Communication

Leadership potential

Quick learner

Goal driven

Innovative

CERTIFICATES

Fundamentals of Social Media Advertising by Facebook
(09/2021 - 10/2021)

Course achieved on Coursera

Problem Solving Using Computational Thinking by the
University of Michigan (09/2021 - 10/2021)

Course achieved on Coursera

LANGUAGES

English

Full Professional Proficiency

French

Full Professional Proficiency

Italian

Limited Working Proficiency

Arabic

Full Professional Proficiency

INTERESTS

• Runner: Part of Inter Lebanon and AUB track and field

• Environmental Volunteer: Beach cleaning activity with GEM on regular basis