

Education

- 2019 – Present **American University of Beirut (AUB) – Lebanon**
- ♦ BBA in Business Administration, Third year – Expected Graduation December 2021
 - ♦ Cumulative average: 3.94/4.0
 - ♦ Awarded a Full Scholarship - Placement on the Dean's Honor list of 2019-2020 / 2020-2021
- 2003 - 2018 **Collège des Frères Maristes Champville – Lebanon**
- ♦ Lebanese Baccalaureate – Life Sciences (Distinction: 14/20)

Work Experience

- June 2019-August 2019 **Financial Analyst at Modelo SARL – Lebanon**
Summer Intern
- ♦ Attended client and team meetings
 - ♦ Created financial reports and supported all areas of responsibility within a 5-person finance team
 - ♦ Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- June 2021-August 2021 **Sales Intern at C.A.S Trade – Lebanon**
- ♦ Reviewed Sales performance against Sales targets
 - ♦ Identified potential weaknesses and offered improvement suggestions
 - ♦ Liaised with clients, vendors, and suppliers on behalf of the company's managers
 - ♦ Assisted the sales team in tasks such as cross-selling ideas, up-selling ideas, follow-ups and creating proposals
- August 2021-October 2021 **Human Resources Officer at Plastoni – Lebanon**
- ♦ Updated company databases by inputting new employee contact information and employment details.
 - ♦ Screen potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
 - ♦ Prepared HR-related reports as needed
 - ♦ Address employee queries about benefits

Extracurricular Activities

- 2014 - 2018 **Focolare Movement - Lebanon**
- ♦ Participated with foreign volunteers in camps and activities involved with helping people in need
- 2010 – 2019 **Scouts of Lebanon - Lebanon**
- ♦ Engaged in humanitarian and environmental activities
- 2017 - 2018 **Model United Nations – Lebanon**
Trainer of Champville students
- ♦ Coached students to implement proper debating skills for public speaking
- 2015 – Present **Private and Group tutoring – Lebanon**
- ♦ Assisted high school and Business students in their courses

Soft Skills

- ♦ Fluent in Arabic, French and English
- ♦ Proficient in Microsoft office Word, Excel and PowerPoint.

Interests/Hobbies

- ♦ Experienced in guitar and basic drums skills
- ♦ Football varsity team member 2010-2018
- ♦ Ranked Third in Lebanese Football League (High School) 2013-2014
- ♦ Top Scorer in LAU High School Sports Football Tournament 2018