

EDUCATION

American University of Beirut (AUB), Lebanon Aug 18' – Dec 21'
Bachelor's degree in Business Administration – concentration in Finance
Dean's Honor List

International School of Choueifat, Lebanon June 18'
Lebanese Baccalaureate in Economics & Sociology

EXPERIENCE

SchemaZone, Toronto, Canada Sept 21' – Present
Business Analyst Intern

- Collected data on real business tasks and worked on projects for SchemaZone and sister companies.
- Attended training, meetings, and seminars to enhance job knowledge and skill.

OMT (Online Money Transfer), Beirut, Lebanon Sept 20 – Sept 21'
Operator

- Performed quantitative and data analysis to ensure existence and accuracy of money transactions
- Handled customers' demands and enquiries, making sure that their experience goes smoothly

Tobacco Lab, Beirut, Lebanon June 20 – Aug 20'
Business Development Intern

- Collaborated with marketing and sales teams to create and implement strategic digital marketing plan
- Performed store administration duties including counting inventory and updating financial records

EXTRACURRICULAR ACTIVITIES

Jouzour Loubnan Beirut, Lebanon Apr 21'
Volunteer

- Contributed to Jouzour Loubnan's site monitoring projects
- Organized Jouzour Loubnan's data base from 2019-2021 using MS excel and MS word.

AUB Consulting Club, Beirut, Lebanon Sept 20' - Oct 21'
Member

- Developed problem-solving skills through interactive case-solving during the club's gatherings
- Built meaningful relationships with fellow AUB companions and future consultants

Children Cancer Center of Lebanon, Beirut, Lebanon July 19' – Sept 19'
Volunteer

- Provided patients with emotional comfort through organizing small indoor activities
- Created a fundraising campaign

International School of Choueifat Varsity Football Team, Choueifat, Lebanon May 18'
Team Captain

- Captained the team during my senior year and led them to winning the Lebanese Local Tournament

WORKSHOPS AND CERTIFICATIONS

McKinsey & Company: Take A Step Forward Program Present

- Tackle complex business challenges by communicating effectively.
- Adapt methods of using data and technology to improve business work.

SUMMARY SKILLS

Languages: Fluent in English and Arabic, with basic knowledge in French

Computer Skills: Microsoft Office Excel, PowerPoint, and Word

Soft Skills: Cooperative, Flexible and Organized.

Technical Skills: Researching, Analyzing and Proposal Writing.

Interests: Football, Horseback Riding, Swimming, and Reading.