

Perla Aouad

+961 70 43 44 21

perla_aouad@hotmail.com

Sabtieh, Beirut, Lebanon

OBJECTIVE

Seeking a challenging position in management in order to dig deep into the business world

EDUCATION

B.S. in Business Management (Fall 2016 – Spring 2019)

Lebanese American University (LAU) – Beirut, Lebanon

Major GPA: 3.99

Cumulative GPA: 3.87

Lebanese Baccalaureate in Humanities (LH), 2016

National High School: Notre Dame Des Apôtres, Raouda

ACHIEVEMENTS

First rank in Lebanon in the Baccalaureate Degree - Humanities Branch (2015-2016)

Placed on LAU's High Distinction List

WORK EXPERIENCE

Full-time Underwriting Officer at Bankers Assurance S.A.L., Beirut, September 2019 – Present.

Responsibilities:

- Issuing and controlling new policies and endorsements in non-life insurance
- Processing renewals of motor, shelter, traveller, and expatriate insurance policies
- Handling related administrative activities
- Learning how to properly work in groups and dealing with tasks under pressure

Internship at Blom Bank S.A.L, Sin El Fil branch, July 2018 - August 2018.

Responsibilities:

- Analysing, checking, and archiving documentations
- Obeying all workplace health, safety, and code of conduct that the work environment requires while positively contributing to the team's organization and performance

Volunteer work for 12 consecutive hours as a meal server in the "Soup Kitchen" at Caritas Lebanon, Dekwaneh, Summer 2017

SKILLS

General computer literacy (Microsoft Excel, Word, PowerPoint), Social media

LANGUAGES

Fluent in Arabic, French, and English

HOBBIES

Reading, Writing, Travelling and Swimming

www.linkedin.com/in/perla-aouad