

Aya Darwish

Chouf, Lebanon

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EDUCATION

Sep 2019 – June 2022	Beirut Arab University Beirut, Lebanon Bachelor in Business Administration, with Emphasis on Banking and Finance. Date of Graduation: June 2022 CGPA: 3.96/4, with Honors.
Sep 2013 – June 2019	Iklim High School Chouf, Lebanon Lebanese Baccalaureate: Official in 2019 Mention Bien

EXPERIENCE

July 25, 2022 – Present	Al Fanni Office for Accounting and Auditing. Chouf, Lebanon Position Held: Intern <ul style="list-style-type: none">Expanding my excel skillsExpanding my knowledge around Accounting Systems
Sep 1, 2021 – Nov 1, 2021	Sharekkna MENA. Beirut, Lebanon Position Held: Marketing and Communications Intern. <ul style="list-style-type: none">Formed a Marketing Plan with Sharekkna.Agreed with other NGOs on spreading awareness on various topics.
July 5, 2021 – July 30, 2021	Banque du Liban Beirut, Lebanon Position Held: Intern <ul style="list-style-type: none">Experienced all 22 departments of the central bank.

SUMMARY SKILLS

Computer Skills: Microsoft Word, Excel, PowerPoint, Googling, Canva

Languages: Fluent in English and Arabic.

Soft Skills: Leadership, Communication, Critical thinking, Collaboration, Adaptability, Emotional Intelligence, Attentiveness

EXTRACURRICULAR ACTIVITIES:

May, 2021	Microsoft, IC3 Digital Literacy Certification
Dec 14, 2020	Coursera Certificate, Initiating and Planning Projects
Dec 14, 2020	Coursera Certificate, Project Management
Nov 18, 2020	Coursera Certificate, Leadership through Social Influence
Nov 16, 2020	Coursera Certificate, Work Smarter Not Harder

INTERESTS AND HOBBIES:

Interests: Politics – Humanitarian issues | **Hobbies:** Writing – Photography