

MEALLA TAWBI

Profile

Experienced and well-organized professional with a track record of project and handling and analyzing data. Holding a Bachelor's degree in Management Information systems from Lebanese International University and I am a candidate for a Master of Business Administration (MIS) degree, with a completion date of June 2022. Skilled in communication, innovation, creativity, and management skills.

Seeking to leverage my skills and business knowledge into a welcoming working environment.

Experience

5 July 2021 - 27 August 2021 Internship at Fransabank

Internship, Nabatieh

- Accepted deposits and processed account withdraw.
- Collaborated with senior portfolio managers and traders to identify ideal characteristics for substitute collateral obligations and/or new purchases.
- Prepared and reviewed financial records.
- Assisted bank customers with their day-to-day cash needs.
- Compilation of information on market analysis, financial analysis, and due diligence in a logical manner.

May 2020

Business Intelligence Lab Project "Toyota Sales"

- Analyzing the data set of "Toyota sales"
- Reporting the data in the form of Tableau and dashboards.
- Developing different reports by applying the knowledge and expertise in the business intelligence tool "Tableau".
- Report 1: Identifies the sales in each stage.
- Report 2: Examines the models where sales are greater than the budget.
- Report 3: Identifies the sales per date, and forecasting the demand for the next year
- Report 4: Shows the top 10 profitable. models and indicates in which markets are sold.

Personal information

Name

Mealla Tawbi

Date of Birth

May 5, 1999

Gender

Female

Residence

Lebanon

Nationality

Lebanese

Languages

Skill group

Arabic



English



French



Hobbies

-Reading and reporting

-Travelling



-Computing and mentoring.

-Sports

Computing skills

-Microsoft Word, Excel, PowerPoint

-Report and Graphics Creation on relevant software programs including:

- Net Beans
- SQL
- Tableau

March 2019

Training Program with D.O.T -Lebanon

Lebanese International University

- Microwork Training within the GIL program, certification is a plus.
- Get the ability to work as a freelancer and learn how to organize time and tasks.
- Learn the importance of communication with managers and clients.
- Deliver data-related jobs from excel, e-commerce, and CRM systems.
- Get introduced to Artificial Intelligence (AI) and machine learning.

2018 - 2019

Private Tutor

- Maintained the students' self-confidence to maximize their ability to learn.
- Worked with pupils to help them enhance their skills in various subjects.

Education

2020 - Present

Master's in Business Administration (MIS)

Lebanese International University, Nabatieh

2017 - 2020

Bachelor's in Management Information Systems

Lebanese International University, Nabatieh

2016 - 2017

Lebanese Baccalaureate

Lycée Officiel Mayfadoun-LOM

PROFESSIONAL SKILLS

- Programming and writing computer programs for various purposes
- Creating queries to gather data for department users/management using SQL programming.
- Creating complex charting/graphing of data for presentation purposes.
- Knowledge of Solution Delivery Life Cycle (SDLC) Methodology
- Strong statistical, data analysis, and visualization skills.
- Excellent time management, multitasking, and organizational

Personal Skills

- Strong ability to plan, organize and prioritize work.
- Strong ability to wear multiple hats and work under pressure.
- Strong interpersonal and communication skills.
- Detail-oriented, Punctual (super), resolute, and a fast learner.
- Leadership teamwork.

Contact

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- in Milla Tawbi

References

- + Available upon request.