## **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 Internship at Fransabank August 2021

Internship, Nabatieh

- Accepted deposits and processed account
- 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

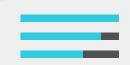
**Nationality** 

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
- · SOL
- 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

Lycèe 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

- Lebanon, Nabtieh, Mayfadoun
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- in Milla Tawbi

## References



Available upon request.