

SARA KHADDAJE

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EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon

BS in Business Studies with emphasis in Banking and Finance

Aug. 2016 – May 2020

*Institutional Honor: **High Distinction***

*GPA: **3.85/4.0***

WORK EXPERIENCE

Student Assistant – Business Office- LAU - Beirut, Lebanon

Aug. 2017 – May 2020

- Providing administrative support to all office staff members: reviewing and filling JV's and cheque.
- Handling student calls and concerns and organizing student files for archiving purposes.
- Assisting and guiding students along the process of settling their tuition fees through full payment, deferred payment, or student loan options.

INTERSHIPS

Banque Du Liban

July 2019- Aug. 2019

- Undergoing a rotational internship across multiple departments and gaining hands on knowledge about the daily activities and the structure of the Lebanese Central Bank
- Exploring laws and regulations related to Banking Secrecy, Fighting Money Laundering (AML), Asset Securitization (SPV), Funds, Fiduciary Contracts, Mergers and Acquisitions (M&A), Bank Share Issuing and Trading, bank Bond Issuing, Bank Ownership of Real Estate, Financial Institution, Specialized Banks, and E-Banking

Bank Med

June 2019- July 2019

- Developing research reports and gaining experience within the bank's finance, credit risk, commercial lending, consumer lending, mortgage lending, operations, and strategy departments
- Performing teller functions in accordance with established bank policies, procedures, and regulations.
- Completing daily SEPA transaction reporting and working with the Letter of Credits LC's and Letter of Guarantees' LG
- Attracting new customers and informing them of the benefits offered by the bank
- Pursuing new client relationships by actively prospecting via phone calls, creating client deliverables, scheduling meetings, and informing potential clients about the firm's services and goals

EXTRA CURRICULAR ACTIVITIES

Active member in the Consulting Club – LAU

Aug. 2019 – May 2020

- Developing student's job critical skills and organizing case analysis workshops.

Active member in the Discover Lebanon Club – LAU

Aug. 2019 – May 2020

- Exploring Lebanese touristic and historical areas by exposing students to different cultures and traditions.

Active member in the Animal Care Club – LAU

Aug. 2019 – May 2020

- Taking care of the cats on campus and organizing activities.

Scout Leader – Progressive Scouts Association**Feb. 2011 – present**

- Spreading awareness and training the youth to become independent leaders through social activities.

Financial Secretary – Progressive Scouts Association**Feb. 2015- May 2020**

- Preparing monthly budgets and managing funds for activities

WORKSHOPS, TRAININGS AND CERTIFICATES

- SAP Analytics Cloud Training – SAP Dual Study Program
- Maharat Min Google: Fundamentals of Digital Marketing (Completion Certificate) – LAU
- CS50: Introduction to Computer Science and Programming– Harvard University
- Communication Skills – LAU

KEY SKILLS & COMPETENCIES

Business:	Solid analytical and evaluation skills Strong business acumen Adaptable and flexible to change Team-oriented	Excellent written and verbal communication skills Knowledgeable in the financial markets Highly observant to details
Computer:	Microsoft Office (Advanced skills) SAP Analytics Cloud (Beginner skills) Tableau (Beginner skills) SPSS (Intermediate skills)	Python (Beginner skills) SQL (Beginner skills) C Language (Beginner skills)

LANGUAGES

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| <ul style="list-style-type: none">▪ English – Native▪ Arabic – Native | <ul style="list-style-type: none">▪ French – Intermediate▪ Turkish – Intermediate |
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