

Maya Jaber

Senior Business Administration and Management student at the University Saint-Joseph USJ, seeking real world experience. Ambitious, looking for relevant entry-level positions to dive into the professional world.

Address:

Beirut, Lebanon

Phone:

+961 71238862

Email:

Mayaa.jaberr1@gmail.com

Languages:

Fluent in Arabic, English and French

Skills:

- Communication
- Teamwork
- Customer service
- Time management
- Adaptability
- Microsoft Office

Education:

Saint Joseph University (USJ) – Beirut, Lebanon

SEP 2020 - Present

Bachelor's degree in Business Administration and Management

Lycée Abdel Kader – Beirut, Lebanon

SEP 2015 – JUN 2020

French Baccalaureate in Life Sciences

Experience:

NokNok, Beirut, Lebanon

JUL 2022 –AUG 2022

PFM / Invoice Controller Intern

- Organizing invoices
- Checking invoices for discrepancies in prices, quantities and items
- Matching the invoices to the system

NokNok, Beirut, Lebanon

MAY 2022 - JUL 2022

Demand Planning Intern

- Importing purchase orders on ERP
- Creating return orders
- Fixing batches

Projects:

Model Arab League (MAL – LAU)

APR 2018

Exploration of current Arab world issues through interactive simulations and curricular materials.

Workshops and certifications:

Building Rapport with Customers, by LinkedIn Learning

JAN 2022

Customer Service Foundation, by LinkedIn Learning

NOV 2021

Mediation Workshop, by CPM USJ

JAN 2020