

Maria El Hajj

Finance Student

I am an enthusiastic person who is fond of sustainable development believing in the plus I can give to the world.

Key skills

Accounting - Communication And Collaboration - Team Management and Mentorship - Problem Solving - Customer Service - Organisation - Analysis.

Experience

Content Creator

March 2020 - Dec 2023

Freelance

Crafting compelling visual content and conducting photo shoots and video production for multiple brand clients. modeling for various fashion brands and TV commercials.

Guest relations supervisor

April 2021 - Sept 2023

Addmind hospitality

Worked in many outlets and concepts : Aki beirut, Bar du port, Iris and skybar.

Managed and mentored a team of hostesses at Iris Beirut.

Participated in weekly meetings with the Upper Management team to report updates from the Guest Relations Unit.

Attended capacity building trainings (cost-control, budgeting, upselling...).

Data entry and finance intern

August 2022 - Dec 2022

Softraysys - Dora

Created journal entries for regular transactions.

Aided in the compilation of monthly, quarterly, and yearly financial statements.

Kept financial records and paperwork well-organized and current

Receptionist and

May 2020 - Dec 2020

sales representative

Highness beauty clinics - Clemenceau

Handled incoming and outgoing telephone calls.

Managed appointments and developed a weekly schedule.

Greeted clients and directed them to their destination. Supported with administrative tasks.

Conducted sales presentations and negotiations with potential clients.

Contact



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Lebanon, Jal el dib

Education

Bachelor of Finance - Lebanese university | 2020-2023

Master of Finance - Lebanese university | 2023-2025

Languages

Arabic : Native

English : Fluent

French : Fluent

Technical Skills

Good computer skills:

Microsoft office Word, Excel,

PowerPoint, Teams, Adobe premiere, illustrator.

Workshops and certificates

Worked in F1 Abu Dhabi | Nov 2022 and 2023

Bank of Lebanon training certificate.

NCSF personal training certificate.

Excel certificate 3 levels from Coursera.

Volunteering

Member of eucharistic youth movement (Team leader) | 2015 - 2020

Volunteer, social club | 2017 - 2018

Volunteer, ecologic club | 2017 - 2018

"24HR FAMINE" food box collection and donation - 2019