

Dia KHALAF

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Nationalities: Lebanese and French

Address: Beirut, Lebanon

PERSONAL PROFILE

Energetic goal driven student, passionate about social interactions with others, challenges and new opportunities. Seeking for an accounting internship available **from July 2022**.

EDUCATION

LEBANESE AMERICAN UNIVERSITY

Bachelor in Business Administration – Major Banking and Finance.
Cumulative GPA 3.16/4.0

Beirut, Lebanon

Aug 2019 – May 2022

COLLEGE PROTESTANT FRANCAIS

French baccalaureate; Economics and Social section.

Beirut, Lebanon

Sept 2004 – June 2019

WORK EXPERIENCE

LEBANESE AMERICAN UNIVERSITY

Assistant at the provost office, student employee

Beirut, Lebanon

Aug 2019 – Present

- Assistant at the Provost Office providing assistance to the Vice president of finance, vice president of student employment and the legal department in their day-to-day activities.
- Assisting in documents filling.

CLUB FARAYA MZAAR

Ski instructor

Faraya, Lebanon

Dec 2017 – Present

- Taught kids between the ages of 4 to 10 a new sport.
- Learned team work and the importance of commitment.
- Understood how to reassure customers and to work under any conditions.
- Understood the significance of patience and devotion while working.

PRESTIGE MANAGEMENT COMPANY / AL AWAEL TRAVEL AGENCY

Intern

Badaro, Lebanon

May 2017 – Aug 2017

- Assisted the hospitality departments in the daily tasks such as supervising the work of each department, housing and cafeteria of the Lebanese University.
- Researched about the travel industry on topics such as ticketing pricing, package deals and sales.

LANGUAGE & COMPUTER SKILLS

Languages: French, English, and Arabic: Native; Spanish: Intermediate

IT Skills: Excel, Word, PowerPoint

Soft skills: Group work, Communication, Presentation skills, analytical skills, motivated, flexible, pragmatic.

EXTRACURRICULAR ACTIVITIES & INTERESTS

Activities: Ski instructor for 4 years, took part in numerous championships.

Interests: Volunteer at **CROSSTALK** in Rabweh, Lebanon for 6 months;

- In charge of the deliveries of food supplies for families in isolated areas of Lebanon.
- Coordinated the preparation of rations with a team of 10 people.

REFERENCES AVAILABLE UPON REQUEST.