

## SUMMARY

I am looking for a position where I can demonstrate my skills and contribute to your company, and I'm looking for the right path to shift my gears and move forward. As am I looking to a place where I can prove my abilities by accepting challenges and fulfilling the organizational goals.

## PROFESSIONAL EXPERIENCE

### SURVEY PROJECT MANAGER

Jan '21 - Dec '22

#### Lebanese National Bloc

Gemmayze, Beirut

- Activity and resource planning.
- Cost estimating and developing the budget.
- Control time management, monitor project progress and set deadlines.
- Manage reports and necessary documentation.

### ACCOUNTANT

Jan '18 - Dec '19

#### Al Sadek Electrical Company

Beirut

- Monitor spending and budgets
- Audit and analyze financial performance
- Compiling and presenting financial and budget reports

## EDUCATION

### BANKING AND FINANCE

Feb '22 - Present

#### Lebanese International Univeristy

Beirut

2021 Graduate.

### Political Science

Sep '17 - Jun '18

#### AUL University

Beirut

### BACC2, ES

Jun '16

### LYCEE MINETTE MODERNE

Beirut

## Courses

- **Data Entry** - Accounting Training Academy ATA
- **Journalizing** - Accounting Training Academy ATA
- **Taxes & Declarations** - Accounting Training Academy ATA

## KEY SKILLS

- **Microsoft Excel, Word & PPT.**
- **Critical thinking**
- **Analyzing data**
- **Social media skills**
- **Time management & organizational skills**

## Languages

**Arabic** (Native)

**English** (Fluent)

## Preferences

Available upon request.