

## EDUCATION

**BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS** | [LEBANESE INTERNATIONAL UNIVERSITY](#)

2017 – 2021

**LEBANESE OFFICIAL BACCALAUREATE** | [COLLÈGE SAINT JOSEPH SŒURS DES SAINTS CŒURS - AIN EBEL](#)

TILL 2016

## EXPERIENCE

\* **HSE officer – May 2021 – present (full-time)**

[Danash Contracting & Trading Company, Marjayoun](#)

- Provide support to Project and Operation team in all aspects of safety, health, and environmental issues.
- Providing health and safety training for employees.
- Manage compliance with the company safety programs to ensure company safety goals are met.
- Adjust how the work is done to ensure the safety of my team and those around us.
- Guiding the traffic around construction site.
- monitoring and assessing hazardous and unsafe situations

\* **Administrative assistant – May 2021 – present (full-time)**

[Danash Contracting & Trading Company, Marjayoun](#)

- Liaise senior administrative assistants to handle requests and queries from senior managers
- Prepare reports, inputting and managing data, managing files, and bookkeeping.
- ordering supplies

\* **Topographic engineer assistant / 2009 - April 2021 (part-time)**

- Update boundary lines and prepare sites for construction.
- Measure land features, such as shape.
- Provide data relevant to the shape and contour of the land for engineering, and construction projects.
- Providing points, elevations and establish markers, which guide the construction of new roads.

\* **Worked with my father (civil engineer) as an assistant in his construction sites and projects / (part-time)**

## SKILLS

- Professional use of Microsoft Office; Word, Excel, Power Point.
- Strong organizing, management and Multitasking skills.
- Ability to motivate and lead others in a team environment
- Creating reports conduct surveys and collect data.
- Verbal and written communication skills.
- Strong analytical and problems solving mind.
- Data Entry, data management and creating presentations
- Conduct macroeconomics and microeconomics researches.
- Experience in researching the financial market, creating trading strategies and Forecast market trends.
- Studying the financial market (foreign exchange market, commodities, and indices) and its behavior, studying the liquidity mechanism and the players in the market.
- Managing risk and position sizing.
- Work in a fast-paced environment and under pressure.
- Superior attention to detail and a strong work ethic and accountability.

## ACTIVITIES

- Horse riding
- hiking
- Swimming
- Reading

## LANGUAGES

- Arabic: native
- English : fluent / English system in university
- French: French education system in school (took “DEL F B2”)