

SUMMARY PROFILE

I am seeking an entry level job in well reputable organization that best matches my educational background and skills to build and develop my career.

EDUCATION

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| American University of Beirut (AUB), Lebanon | Sept.'20-Jun.'23 |
| <ul style="list-style-type: none">Bachelor's degree in business administrationConcentrating in <i>Business Information and Decision Systems (BIDS)</i>University Scholarship Program (USP) – USAID (09/2019 - 2023)Full Scholarship covering tuition, living expenses, and accommodation at AUB.GPA: 3.2/4 | |
| Official School of Sheik Ayyash | Sept.'16-Jun.'19 |
| <ul style="list-style-type: none">Lebanese Baccalaureate (General Science)Date of Graduation: June 2019 | |

PROJECTS & Experience

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| Sales and Logistics Supervisor at Srou Auto Parts | Feb 24- Present |
| <ul style="list-style-type: none">Managed daily motorcycle sales and spare parts stock control.Tracked shipment to ensure timely arrival of goods. | |
| Import specialist at Lamare logistics, Beirut Lebanon | July.'23-Feb24. |
| <ul style="list-style-type: none">Prepare and review import and export documents.Respond to customer inquiries related to import and export activities.Track shipments and ensure timely arrival of goods.Stay up to date on changes in import and export regulations. | |
| System Analyst at AUB OSB, Lebanon | Oct.'22-Jun.'23 |
| <ul style="list-style-type: none">Review and evaluate the current system used to manage the internship program at the OSB.Build new solution aims to reduce manual input and output, decrease redundancy, and decentralize communications. | |
| Online Retail Industry Intern | Dec.'22-Jan.23 |
| <ul style="list-style-type: none">Work across several departments including accounting, customer support, and operations.This cross-functional experience gave me a broad understanding of the online retail industry and the various functions that contribute to its success. | |

EXTRACURRICULAR ACTIVITIES

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| <ul style="list-style-type: none">AUB Archery, Beirut, Lebanon | Sept.'20-Jun.'23 |
| <ul style="list-style-type: none">Vice President | |
| <ul style="list-style-type: none">AUB Investment Club, Beirut, Lebanon | Sept.'21-Jun.'22 |
| <ul style="list-style-type: none">Member | |
| <ul style="list-style-type: none">Organizer and volunteer at Amalouna AUB (ENGO) | J un.'23 |
| <ul style="list-style-type: none">Volunteer with Anera Lebanon | Jun.'23 |
| <ul style="list-style-type: none">AUB UNICEF Club, Beirut, Lebanon | Sept.'19-Jun.'20 |
| <ul style="list-style-type: none">Member | |

WORKSHOPS AND CERTIFICATIONS

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| <ul style="list-style-type: none">Won Third Place in the 10th Edition of the Big4&After competition at AUB. | March.' 22 |
| <ul style="list-style-type: none">Placed among The Top 10 in Unleash Your creativity Contest 2022 | Jun.'22 |
| <ul style="list-style-type: none">Introduction to Tableau (DataCamp) | Apr.'23 |
| <ul style="list-style-type: none">Intermediate to SQL (DataCamp) | Oct.'22 |
| <ul style="list-style-type: none">Understanding Data Visualization (DataCamp) | Nov.'22 |
| <ul style="list-style-type: none">Reflective Writing Workshop (USAID). | Dec 21 |
| <ul style="list-style-type: none">Presentation and Public Speaking Workshop (USAID). | Jan.'21 |
| <ul style="list-style-type: none">Debate Workshop (Qatar Debate). | Feb.'22 |
| <ul style="list-style-type: none">Conflict and Resolution Workshop (USAID). | Jan.'22 |
| <ul style="list-style-type: none">Digital Media Workshop (USAID). | Jan.'22 |

SUMMARY SKILLS

Languages: Fluent in Arabic and English (Reading, Speaking and Writing) and Basic French.

Computer skills: Proficient in Microsoft Office (Word, Excel, Power Point), Python, SQL, Tableau, IBM SPSS, SAP.

Soft skills: Public Speaking, Communication, conflict resolution, work ethic, and Decision Making.

INTERESTS & HOBBIES

Archery, Horse riding, Driving, Watching movies.