

Ahmad Dernaika

Business Administration

Passionate business-oriented graduate, skilled in analyzing numbers equipped with professional presentation and communication skills. Adequate Microsoft skills and outstanding knowledge in the fundamental of computer literacy.



ahmaddernaika1@gmail.com



+96176800915



Tripoli, Lebanon

SKILLS

Presentation

Communication

Computer Literacy

Mathematical Literacy

Microsoft Analytical Tools

LANGUAGES

Arabic

Native or Bilingual Proficiency

French

Professional Working Proficiency

English

Full Professional Proficiency

INTERESTS

Sports such as: Tennis,
Soccer, Basketball,
Handball

Travel

Reading

EDUCATION

Bachelor in Business Administration

University of Balamand

01/2019 - 05/2022

Kalhat, Koura

Lebanese Baccalaureate

Rawdat Al-Fayha

09/2003 - 06/2018

Tripoli, Lebanon

WORK EXPERIENCE

Internship

MedGulf Insurance

04/2022 - 05/2022

Tripoli, Lebanon

Achievements/Tasks

- Helped customers with complaints and questions
- Resolved issues and troubleshooted technical problems
- Gives information to customers about products and services

Contact : Available on request

Administration Intern

Lebanon Food Company

09/2021 - 11/2021

Tripoli, Lebanon

Achievements/Tasks

- Assisted in book presentation and update
- Assisted in the bank/cash reconciliations process
- Assisted in forecasting and updating the financial documents in a timely manner
- Assisted in the forecasting and updating of the administrative costs
- Ensured proper filling of all financial documents
- Prepared and submitted reports and analysis as required

Contact : Available on request

ORGANIZATIONS

Lebanese Red Cross Youth (02/2017 - 03/2017)

Achieved 30+ hours in community service, learned CPR techniques and assisted the Red Cross Youth team with orphans.

CERTIFICATES

Foundation of Project Management (08/2022)

Online course - Google