

# JAMAL SLIKA

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## EDUCATION

**Master of Business Administration** 2019 - 2021

**GPA:3.91**

**Lebanese American University**

*Honors:* Dean's Distinction List

**Graduated from Lebanese American University** 2016 - 2019

**B.S in Banking and finance**

**Lebanese Baccalaureate in Life Science**

**Al Kfair high school**

2013 - 2016

## EXPERIENCES

**Tomorrow's leaders (MEPI) – LAU**

*March 2022 – July 2022*

*Program assistant coordinator*

- Internship coordinator for LAU students
- Vetting for NGOs and companies in the internship program
- Follow up reports with students on their internship
- Ensure certification for the completion of every internship
- Preparing applications for Visas for international students

**UTC International**

*Dec 2021 – Feb 2022*

*Audit Assistant*

- Preparing balance sheets, income, and cash flow statements
- Ensure compliance of customers with tax regulations
- Audit visits for customers in Lebanon such as Regie, Beirut Port and Zahrani oil establishments

**Center for Lebanese Heritage - LAU**

*Sept 2019 – Dec 2020*

*Office assistance*

- Managing social media for the office
- Communication with Lebanese universities for office events

*Internship*

- Developed my skills in the financial domain, specially toward investment and financial strategies
- Understood the process which the Central Bank operates and how its departments communicate with one other to get the work done effectively
- Wrote a booklet as a summary for what I learned from the internship

**WORKSHOPS**

- Time management
- Public speaking
- Accountability and responsibility in Lebanon public administration
- The role of central bank
- Ace Your Interview
- CV Writing workshop
- Public speaking, communication skills and body language by FMS

**Developed a business plan**

A small restaurant, beside the university that offers healthy food including salad, fruit shakes and yogurt with a feasibility study including preparation of the income statement and balance sheet.

**ADDITIONAL INFORMATION**

*Languages:* Arabic (Fluent), English (fluent), Spanish (Basic), Italian (Basic)

*Volunteer Work:* Volunteer with Basma NGO, Volunteer at Farah Social Foundation, Volunteer with Al Fardiss Youth

*IT Literacy:* Microsoft word, Power point, Excel

*Work Authorization:* Lebanese Citizen

*Date of birth:* 21/04/1998

**References:**

Dina Abdul Rahman, [dina.arahman@lau.edu.lb](mailto:dina.arahman@lau.edu.lb)

Henry Zoughieb [henri.zogheib@lau.edu.lb](mailto:henri.zogheib@lau.edu.lb)

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