

# Fatima Mohammad El Haj Moussa

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## **EDUCATION**

<b>From 08/2022 to present</b>	<b>Heriot-Watt Univeristy</b> Master of Business Administration (MBA) - Online	<b>Edinburgh- Scotland</b>
<b>From 9/2012 to 5/2016</b>	<b>American University of Beirut (AUB)</b> Bachelor's degree in Economics, with minor in Math	<b>Beirut, Lebanon</b>
<b>From 9/2009 to 6/2012</b>	<b>Bissan Secondary School</b> Lebanese Baccalaureate: Life Science Official in 2012	<b>Saida, Lebanon</b>

## **PROFESSIONAL EXPERIENCE**

<b>From 08/2017 to 10/2021</b>	<b>HAH TRADING</b> Administrative and Finance Officer- Full time <ul style="list-style-type: none"><li>• Processing invoices</li><li>• Prepare purchase orders and request quotations</li><li>• Prepare pro forma and quotations to clients</li><li>• Managing records and receipt</li><li>• Supporting the Finance Manager with projects and tasks when required</li><li>• Preparing and paying salaries</li><li>• Administrative tasks</li></ul>	<b>Saida, Lebanon</b>
<b>From 10/2016 to 1/2017:</b>	<b>UN Relief and Works Agency for Palestinian Refugees (UNRWA)</b> Volunteer at Scholarship Unit <ul style="list-style-type: none"><li>• Creating Budget Study Per Account Per Project</li><li>• Creating Budget Projections</li><li>• Conducting Scholarships Research</li><li>• Assisting with planning and organizing events.</li><li>• Organizing meetings with student.</li><li>• Administrative Tasks</li></ul>	<b>Beirut, Lebanon</b>

## **AWARDS AND CERTIFICATIONS:**

Full Scholarship Support (Merit)

Certificate in Time Management from Arab International Academy

Certificate in Team Management from Arab International Academy

## **SKILLS**

**COMPUTER SKILLS:** Proficient in Word, Excel, Access and PowerPoint

**LANGUAGES:** Excellent in English, fluent in Arabic

**SOFT SKILLS:** Leadership, Team-Building, Organizational, Public Relation, communication

\*References are available upon request.