

PROFILE

As a hardworking recent university graduate seeking employment, I bring a motivated attitude and a variety of powerful skills to the table. With adeptness in various social media platforms and office technology programs, I am committed to utilizing my strengths to further the mission of any company. My dedication and drive to succeed make me an asset to any team.

EDUCATION

Bachelor of Business Administration **Information Technology Management (MIS)** | **Lebanese American University**

2018 – 2023

- Course work: Strategic Planning and Policy Formulation, Data and information management, System analysis and design

PROFESSIONAL EXPERIENCE

Accountant and Operations Supervisor Trainee | **Haret Rahal Bakery**

Dammam, KSA

06/2018 – 09/2018

Achievements/Tasks

- Assisting in financial record-keeping and bookkeeping, including recording transactions, reconciling bank statements, and generating financial reports.
- Supporting the operations team in managing inventory and supply chain management.
- Helping to manage and optimize production schedules and production costs.
- Assisting in the preparation and review of financial statements, budgets, and forecasts.
- Conducting research and analysis to identify opportunities for improving operational efficiency and profitability.
- Participating in the development and implementation of operational policies and procedures.

SKILLS

Microsoft Office Proficient

Microsoft Excel Proficient

Software and Hardware Computer Knowledge

Effective Time Management

Emotional Intelligence

Adaptability

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at Operation Big Blue Association – March 2023

LANGUAGES

English (Fluent)

Arabic (Native)