

Jad Osseily

Beirut, Lebanon

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EDUCATION

Lebanese American University

Bachelors of Science

- B.S. in Business with an emphasis in Accounting

Beirut , Lebanon

Graduated July 2024

WORK EXPERIENCE

Maroun Semaan Faculty of Engineering and Architecture - AUB

Academic Assistant

Beirut, Lebanon

Aug 2024-Ongoing

- Manages and handles leave of absence/resignations of faculty members
- Coordinates new appointments and academic recruiting of research and Academic assistants
- Utilizes the People 365 system by preparing monthly time reports, entering data, and applying attendance records.
- Follow up on various issues to ensure timely implementation

Sarkis Sakr & Partners – Geneva Group International

Audit Intern

Beirut, Lebanon

June 2024

- Performed footing and cross-footing to ensure accuracy of financial statements.
- Conducted vouching to verify the authenticity of transactions and supporting documents
- Tested for materiality to identify significant discrepancies and ensure compliance with auditing standards.

LAU Simulation Models

Assistant Under Secretary General for Logistics and Operations

Beirut, Lebanon

Aug 2023- July 2024

- Plan, develop and implement an operational plan for the logistics of the conference, including venue, committee room preparation, delegate resources, printing, list of daily tasks.
- Monitor and report on relevant activities.
- Ensured the success of the programs by managing each team member's task and delegate responsibilities based on their strength and area of expertise.

Oreyon

Data Handler

Beirut, Lebanon

Sep 2022 – May 2024

- Provided freelance data labeling services to a machine learning startup, ensuring high accuracy and quality in the annotation of large dataset
- Collecting, cleaning, and organizing large volume of data from various sources
- Collaborating with cross-functional teams to understand their data needs and providing data driven insights and recommendations.

VOLUNTEERING EXPERIENCE

Cedars For Care

Volunteer

- Assisted with daily activities, including planting and nurturing flowers and plants for community donation. Played a key role in organizing and preparing the grounds for a Ramadan dinner, serving meals to those in need.

LAU Case Competition

Logistics and operation coordinator

- Plan, develop, and implement strategy for operational management and development of the conference.

SKILLS & CERTIFICATIONS

Languages: Arabic (native), English (fluent), French (proficient).

Technical: Windows Microsoft Office (Word, Excel, Power Point, Access), Tableau (proficient).

Business: Analytical, communication, time management, team work, highly motivated, and hardworking

REFERENCES

References available upon request.