

# LEA HARKOUS

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Beirut, Lebanon | +961 76 832 167

## EDUCATION

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**American University of Beirut (AUB)** | Beirut, Lebanon

Jan 2020 - Present

- Bachelor's Degree in Business Administration | Concentration in Finance | GPA 3.7
- Expected graduation date: 07/2023

## ACHIEVEMENTS

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- Dean's Honor List

## WORK AND BUSINESS EXPERIENCE

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**Intern – National Bank of Kuwait NBK**, Beirut, Lebanon

May 2022 - Jul 2022

- Handled customer inquiries and supported clients in many banking requirements and transactions.
- Assisted with check clearings and transfer transactions.
- Helped in the quarterly financial reports such as balance sheets, income statements and other financial reports.
- Established connections with customers and offered them products and services that match their needs.
- Completed various administrative tasks including revising reports and supporting operational procedures.
- Performed maintenance on more than 30 customer accounts for banking information requirements and credit worthiness purposes.

**Intern – Ostaz**, Beirut, Lebanon

June 2018- Aug 2018

- Organized and assisted with the advertising of Ostaz which is a private tutoring platform that delivers personalized tutoring services.
- Advertised SAT sessions offered by Ostaz and helped more than 20 registered students to ace the exam and exceed expectations.

## EXTRACURRICULAR ACTIVITIES

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**Member – AUB Business Student Society**

Jan 2021 -

Present

- Managed all event set-up, tear down and follow-up processes with stakeholders from different teams to set event objectives and understand how they would contribute to the being of students and society in general

Oct 2022

**Big 4 and After Competition**

- Participated in the Big 4 and After 11<sup>th</sup> edition competition which took place at the American University of Beirut (AUB) where we solved multiple tests of knowledge in areas such as accounting, finance, logic, and business ethics in addition to some team building activities.

**Volunteer- AUB Commencement Exercises**

Jun 2022

- Assisted in the commencement exercises at AUB and helped in the seating of invitees of graduating students, special guests, faculty members and undergraduate students.

## SKILLS

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**Computer:** Microsoft Office |Microsoft Excel | Microsoft PowerPoint |Lucid Chart |Visio| Power BI

**Modeling:** Valuation modeling covering financial statement and discounted cashflows.

**Languages:** Fluent in Arabic (*Native*), English, and French (*Reading, Speaking and Writing*), Turkish (*Elementary*).

**Soft Skills:** Attention to detail, creativity, adaptability, communication, critical thinking, problem solving, decision making, time management and teamwork.