

Sandy Akoum

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Beirut, Lebanon

Objective Hard working and ambitious business graduate. To secure a challenging position in the field of MIS, where I can utilize my technical skills and experience to contribute to the growth of the organization.

Education **2020-2023**

Bachelor of Business Administration in Management Information Systems GPA of 3.91
Lebanese International University, Beirut

Some of the Coursework:

- Python
- Data Management
- System Analysis and Design
- E-business
- Business Intelligence
- Business Telecommunication

Completed the seminar of “Code and Shield: Hands-On Website Building & Cybersecurity Seminar”.

HIGH SCHOOL

2017-2020

Rene Mouawad Public High School, Beirut

Baccalaureate Degree

Experience **Amideast** **2023**

Internship as part of Google Scholarships Program

- Data entry: Update/ manage users’ database on excel to keep them up to date
- Update daily reports (Google Reports)
- Checkup emails to respond to users’ questions and help them resolve their problems/ issues with Coursera
- Follow up with users if they are active on Coursera and send them reminders if they are not

Certificates

- Foundations of Business Intelligence by Coursera
- The Second Edition of NxL Youth Empowerment Program (AI Mastery, Empowering Entrepreneurs, Sustainability and Power of Data)
- Emotional Intelligence workshop
- Creativity workshop

Skills

- Attentive
- Critical thinking
- Creativity
- Teamwork
- Communication skills
- Time management
- **Technical Skills:** Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access
Tableau Desktop, Power BI, Programming Language (Python)

Languages

- English, Arabic