

Karim Hasan

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Personal Statement

A highly motivated and hardworking individual capable of working under pressure in all environments. Seeking a role in a company where I can exploit my knowledge, upgrade my skills, and be mentored towards a successful career all the while contributing to the progress of the company.

Education

2022 | Lebanese American University, Beirut, Lebanon

Bachelor of Science in Business with an emphasis in Banking and Finance

Cumulative GPA: 3.15/4

2019 | Le Lycée National, Choueifat, Lebanon

Official Lebanese Baccalaureate in Sociology and Economics

Professional Experience

- June-September 2021, *Administrative Assistant*, Annawras Car Rental Service, Beirut, Lebanon

Key Responsibilities:

1. Perform administrative tasks such as filing, typing, copying and scanning.
2. Answer phone calls, schedule meetings, and support visitors.

- June-September 2022, *Accounting Intern*, Annawras Car Rental Service, Beirut, Lebanon

Key Responsibilities:

1. Prepare balance sheets necessary for providing a picture of the financial health of the business.
2. Prepare income statements crucial for conveying details about profitability and performance of the company's operations.

- January-May 2023, *Travel Officer Intern*, World Eye Travel & Tourism, Beirut, Lebanon

Key Responsibilities:

1. Provide assistance in the planning and execution of travel programs.

2. Provide clients with necessary guidance with regards to visa applications and required documentation.
3. Perform general administrative tasks related to travel operations.

Skills

Computer Skills: Microsoft Word, PowerPoint, and Excel.

Languages: Fluent in English and Arabic

Teamwork: Knows how to interact in a team. I have good initiative, participative and understanding skills, in addition to adherence to team values and ethics.

Problem Solving: Have ability to identify and prioritize problems arising in projects and explore solutions through looking at alternatives, and act on the strategies.

Numeracy: Competence and understanding of graphs, statistics and numerical data.

Extra-Curricular Activities & Interests

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| • MEDLIFE Lebanon, <i>Volunteer</i> | June-August 2022 |
| • LAU Finance Club, <i>Member</i> | September 2021-Present |
| • Tree planting activities, <i>Volunteer</i> | October 2016-September 2017 |
| • Hoops Basketball Club, <i>Member</i> | June 2010-August 2012 |

References

Upon request.