

# Hala Jomaa

Business Analytics & Finance Graduate

Beirut, Lebanon

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May 9, 2001

## EDUCATION

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**American University of Beirut**

Sep 2019-Jun 2023

**Olayan School of Business**

Bachelor Degree in Business Administration:

- Bachelor's Degree in Business Analytics
- Bachelor's Degree in Finance

**Marjeyoun National College**

Life Science Lebanese Baccalaureate

Sep 2015-Jun 2018

## INTERNSHIP 1

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**TIBA Investment Group**

Jun 2022- Aug 2022

- Post and process Journal entries to ensure all business transactions are recorded
- Update account receivable, issue invoices, account payable, and perform reconciliations
- Assist in the processing of balance sheets, income statements, and other financial statements
- Update financial data in databases to ensure that info will be accurate and immediately available when needed

## INTERNSHIP 2

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**Kary Investment Group**

Jul 2023

- Learn from scratch the process & the legal documents required for building a business in UAE (freezone or mainland business), Portugal (program D2, Program D7) & Cyprus and the process for getting residencies in these countries then opening their bank accounts.
- Help the clients to invest in real estate in foreign countries collaborating with the most trusted leading real estate partners and developers in UAE, UK, Cyprus, and Greece in order to continuously guarantee the best for the customers.

## WORKSHOPS

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- Business Communication Skills Workshop
- Strategic Career Planning Workshop
- Developing Business Plans Workshop

## CERTIFICATIONS

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- Google Data Analytics Professional Certificate on Coursera

## EXTRACURRICULAR ACTIVITIES

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- Big 4 & After Participant in its 11th Edition Oct 2022
- Access 11 Alumni in AMIDEAST Oct 2017
- ADYAN Foundation Member Sep 2018

## LANGUAGES

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- English (Fluent)
- Arabic (Fluent)

## SOFTWARE SKILLS:

- Microsoft office skills / SPSS Skills / SAP & ERP Skills / Tableau Skills / @Risk software Skills

## SOFT SKILLS:

- Quantitative Analytical & Critical Thinking Skills / Decision-Making Skills / Problem Solving Skills / Communication & Interpersonal Skills / Time Management Skills / Creativity & Adaptability Skills

