

AYA AFFARA

Business Management & Administration

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ABOUT ME

As a senior student at Balamand University, I am eager to build on my academic background and pursue a journey of continuous learning and skill development. While I may lack relevant professional experience, I am excited about the opportunity to contribute and improve within a dynamic environment.

EDUCATION

French Baccalaureate Degree

College Elysée | Lebanon | 2006-2021

Bachelor of Business Management & Administration

Univesity of Balamand | Lebanon | Sept 2021 - May 2024

VOLUNTEER WORK

Volunteer at the Relief Project

Lebanon | Full-time volunteering | Aug 2020 - Mar 2021

- Assist in distributing food, water, or other essential items to those in need.
- Assisting in managing and organizing supplies, ensuring efficient distribution.

Volunteer at ShamlanFoundation For Intellectual Development

Lebanon | Part-time volunteering | Feb 2024 - May 2024

- Organize and lead sports activities for children.
- Ensure safety and enjoyment by teaching the proper techniques and rules.

WORK EXPERIENCE

Manager at C2C

Lebanon | Part-time | Jan - Feb 2023

- Providing guidance and support for children's behavior.
- Planning and organizing age-appropriate activities and games.
- Keeping parents informed about their child's activities and well-being.

Accounting Intern at T. Gargour & Fils s.a.l.

Lebanon | Part-time | Oct - Nov 2023

- Inputting financial transactions into accounting software.
- Organizing and maintaining financial records and documents.
- Resolving discrepancies or errors in financial records.

HONORS

- Dean's Honor List in the Business Administration Department for 3 consecutive years during undergraduate studies.

SKILLS & COMPETENCIES

- Adaptability
- Analytical/Critical Thinking
- Problem Solving
- Computer Literacy (Excel, SPSS)
- Written & Oral Communication (English, Arabic, French)