

Yasmine Daouk

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(961) 81664747

Beirut, Lebanon

Objective

Dedicated and ambitious management student entering my third year at Beirut Arab University, with a strong foundation in business principles and a proven ability to manage time effectively, solve problems efficiently, and take responsibility in fast-paced environments. Seeking an opportunity to contribute to a professional setting while continuing to develop both academically and professionally.

Education

September 2023–May 2026	Beirut Arab University Management Current GPA: 3.86/4	Beirut, Lebanon
June 2023	Le Lycée National Sociology And Economy	Beirut, Lebanon

Professional experience

June 2024-August 2024	Beirut, Lebanon
Data Entry	
Sam Accessories, Beirut	
<ul style="list-style-type: none">Prepared documents for Data entry, verified, updated and corrected data sources.Entered data into designated database and forms for online shops at Ishtari and Toters.Updated stock availability on website.	

Key Skills

<ul style="list-style-type: none">Data entryMicrosoft OfficeGoogle WorkspaceData analysis	<ul style="list-style-type: none">OrganizationCollaborationCommitmentPositive attitude	<ul style="list-style-type: none">Tech literacyAdaptabilityProblem solvingBrainstorming	<ul style="list-style-type: none">Arabic: NativeEnglish: ProficientFrench: Intermediate
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Volunteering Experience

September 2023–September 2024
A member of the BAU UNESCO Club.
November 2024-Present
An active member of the Lebanese Red Cross Youth Sector.

Certifications

IC3 Certification- Global standard 5.