



## OBJECTIVE

I'm well-organized, quick learner, and a meticulous person. I'm searching for challenging opportunities at a big and a fast-paced company where I can utilize my skills to help the company expand while simultaneously gaining experience.



## EXPERIENCE

### Research Assistant (Part-time) | American University of Beirut – Darwaza Center

JUNE 2024 – JANUARY 2025

Providing support in quantitative and qualitative research. Contributing to business development initiatives and strategic planning

### MIS Junior Officer | Bank of Beirut (Head Office)

JULY 2022 – PRESENT

Customizing reports based on the manager request using Microsoft Access and SQL/PLSQL along with creating daily & monthly financial reports (Various reports related to deposit & loans, Balance Sheet, Cash flow statements and other financial reports) as well as contributing and assisting in a core banking project.

### Internship | Info-Sys

MAY 2022 – JUNE 2022

Worked on projects and assisted in implementing ERP systems using Microsoft Dynamics 365.

### Data Collection Volunteer in GBV Dep. (Gender based violence) | International Medical Corps

SEPTEMBER 2020 – DECEMBER 2020

Conducting orientation and awareness sessions for women, youth and children after Beirut Blast. Worked in collecting and gathering data related to medical and psychological needs of each individual.



## EDUCATION

### Master's Degree | American University of Beirut

STARTING FALL 2025

MS in Business Analytics

### Bachelor Degree | American University of Science and Technology

2019 – SPRING 2022 (GRADUATED WITH DISTINCTION)

B.S in Management Information System, (Cumulative GPA of 3.62).

I have acquired skills in data mining, data gathering, and data analysis through several completed courses. Plus, I have gained proficiency in using SQL to create, modify, update, and enhance databases. In addition, I worked with an ERP system called Odoo in the senior year.

### Baccalaureate Degree | College du Sacré-Coeur

2004 – 2019

Sociology & Economics (S.E) Diploma



## SKILLS, LANGUAGES & ACTIVITIES

- Fluent in English, French and Arabic, and a beginner in German
- Detail Oriented, quick learner & team player
- Advanced Excel skills (pivot tables and creating data dashboards)
- Passionate in Statistics and interpreting data
- SQL/PLSQL
- Odoo (ERP system)
- Microsoft power BI
- Microsoft Access skills (relationships, queries & dashboard)
- Volunteered 1 year in the Leb. Red Cross