

Karen Hanna

MBA in Business Administration

Beirut, Lebanon

+96171504514

karennhannaa@gmail.com

Skills

Project Coordination

Administrative Support

Calendar Management

Financial Reporting

Stakeholder Management

Languages

Arabic

Native

English

Native

French

Native

Portuguese

Fluent

Turkish

Mid

Summary

Dynamic and multilingual Business Administration graduate with diverse experience in administrative support, customer service, sales, and finance. Known for being highly organized, adaptable, and communicative, with a proven ability to thrive in fast-paced, multicultural environments. Adept in Microsoft Office, CRM systems, and QuickBooks, with a strong focus on operational efficiency and client satisfaction. Eager to contribute a proactive mindset and polished skill set to a growth-oriented organization.

Experience

Sconet

Executive Assistant

Jan 2023 - Present

Lebanon

Managed the CEO’s calendar, scheduled meetings, and coordinated travel arrangements.

Acted as a point of contact between the CEO and internal/external stakeholders.

Prepared high-level reports, presentations, and internal communications on behalf of the CEO.

Handled confidential information with discretion and ensured timely follow-up on critical issues.

Supported the CEO in strategic planning, administrative operations, and project coordination.

Attended executive meetings and documented action points and decisions for implementation.

Handle accounting tasks including purchase orders, tax returns, BOI taxes, and LBAS filings.

Manage money inflow and outflow, making sure all financial records are updated and correct

Sconet

Human Resources

Jan 2023 - Present

Lebanon

Handled Payroll for all company employees.

Handled all company expenses

Talent hunting, interviews and hiring.

NSSF liaison

MYKA Foundation

Project Coordinator

Jun 2023 - Present

Lebanon

Oversaw day-to-day coordination and execution of development projects funded by international partners.

Monitored project timelines, deliverables, and budgets to ensure alignment with objectives.

Facilitated communication between field teams, stakeholders, and donors for status updates and issue resolution.

Maintained accurate records and documentation for project reports, audits, and donor requirements.

Assisted in drafting proposals, progress reports, and impact assessments for ongoing programs.

Collaborated closely with the Executive Assistant team to synchronize operational and strategic priorities.

Astroverse

Intern

Sept 2022 - Jan 2023

Lebanon

Assisted the finance team with daily bookkeeping and reconciliation of accounts.

Supported the preparation of monthly financial statements and cash flow reports.

Entered and verified financial transactions using internal accounting software.

Participated in budget tracking and helped ensure compliance with financial procedures.

Conducted basic data analysis to identify cost-saving opportunities and operational insights.

Education

AUL

Banking & Finance

BA

AUL

Business Administration

MBA