

# Yasmine Abyad

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## Professional Summary

Motivated Business Administration graduate from AUB with strong skills in administration, data entry, reporting, and coordination. Adept at maintaining organized systems, managing documentation, and supporting operational efficiency through structured reporting and attention to detail. Experienced in working with data tools and Microsoft Office to prepare accurate reports and track key performance indicators. Passionate about supporting academic and digital innovation initiatives aligned with AUB's mission.

## Education

**American University of Beirut (AUB), Beirut, Lebanon** **February 2020 – May 2024**  
Bachelor's Degree in Business Administration, Concentration in Marketing

**Modern Community School, Beirut, Lebanon** **September 2016 – June 2019**  
Baccalaureate in Economics and Sociology

## Professional Experience

**Store Manager, AKL Store, Beirut, Lebanon** **October 2024 – July 2025**

- Managed data tracking, reporting, and staff attendance systems with accuracy and timeliness.
- Conducted daily reconciliations and reporting summaries for management review.
- Coordinated operations, payments, and staff schedules, ensuring smooth workflow and accountability.

**Store & Social Media Manager, Nour Booke Store, Beirut, Lebanon** **July 2024 – September 2024**

- Handled data entry, report preparation, and financial tracking.
- Maintained detailed records of purchases, payments, and vendor communications.
- Assisted in logistics coordination and database maintenance for efficient operations.

**Administrative Intern, Lebanello, Beirut, Lebanon** **January 2024– April 2024**

- Supported data organization, documentation, and reporting for internal tracking.
- Assisted in preparing spreadsheets and administrative reports for management.
- Contributed to workflow automation and accurate filing systems.

## Extracurricular Activities

**AUB Outdoors – Decorations & Entertainment Teams Institution name, Beirut, Lebanon** **April 2023– May 2023**

- Coordinated team schedules and resource distribution, ensuring smooth execution of event activities.

**AUB Career Hub Fair, Beirut, Lebanon** **March 2023**

- Supported event logistics, registration, and data tracking.

## Skills, Languages, & Others

### Administrative & Data Management Skills:

Data Entry & Reporting | File Organization | Document Tracking | Scheduling | Procurement Follow-up | Financial Reconciliation | Record Accuracy

### Technical Skills:

Microsoft Excel, Word, PowerPoint | Google Sheets | Canva | Familiarity with Power BI and Data Visualization Tools

### Soft Skills:

Detail-Oriented | Organized | Analytical | Teamwork | Initiative | Time Management | Communication

**Languages: Arabic (Native) | English (Fluent)**

### Interests:

Data Reporting | Administrative Operations | Academic Management | Digital Learning Support | Process Improvement | Supporting AUB's Educational Mission

## Certificates

### Certificate in Digital Skills – AUB OSB

May 2022

- Training in digital documentation, analytics, and workflow organization.