

Chaymaa taha

Banking and finance

Lebanese 24/January/2004 | +961/81252175

Chaymaataha11@gmail.com

Motivated and results-driven Banking and Finance student with a strong commitment to continuous professional development and excellence in financial services. Equipped with a solid academic foundation and hands-on experience in banking and accounting operations, complemented by well-developed business acumen, collaborative capabilities, and a strategic approach to learning and growth. Actively engaged in expanding knowledge through a diverse portfolio of certifications in business services, project coordination, financial tools, and digital platforms. Eager to contribute to dynamic and forward-thinking environments while deepening expertise across banking, finance, and management disciplines

Education

Diploma in Business Development,	MUC university	2025-present
Bachelor degree in banking and finance,	Beirut Arab university	2022-2025
General secondary certificate in economics and sociology		2020-2021

Experience

Administrative & Marketing Assistant & accounting	May 2025-present
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Bys company – Tripoli

- Designed and developed logos, catalogs, posters, and other marketing materials to support brand identity
- Prepared invoices and sales reports with accuracy and attention to detail.
- Managed and optimized the company's Instagram account to increase online presence and engagement.
- Led and supervised a sales team to achieve monthly targets and improve performance.
- Handled daily administrative tasks, ensuring smooth operations and task completion

Accounting Intern

Bassem Safi Accounting Firm – Tripoli, Lebanon

June 2024 – August 2024

- Performed data entry for financial transactions and maintained accurate records using accounting software.
- Assisted in auditing financial documents to ensure accuracy and compliance with regulations.
- Handled email and phone communication with clients and suppliers, maintaining a professional and timely response.
- Supported the accounting team in day-to-day administrative and reporting tasks.

Certification

- Real estate principle and practice by the real estate classroom 2025
- Digital marketing course, HubSpot 2025
- Customer Relationship Management in Business Service, Alison, 2025
- Advanced Email Marketing, Simplilearn, 2025
- Microsoft 365 office complete, Cursa, 2025
- Google workspace, Cursa, 2025
- PMI Project Management Ready certification, Beirut Arab university, 2024
- Forex trading certification, CIS college, 2024
- Diploma in Microsoft excel, Alison, 2024
- IC3 Digital literacy, Beirut Arab university, 2023

Technical skills

- Prepare financial reports, including balance sheets and income statements
- Perform financial analysis and reporting as needed
- Assist with budgeting and forecasting
- Skilled in real estate analysis, valuation, investment reporting, market research, property management, legal documentation, and transaction coordination
- Conduct financial trading and market analysis, including risk management strategies
- Apply project management methodologies to plan, organize, and execute business projects
- Develop and implement digital marketing strategies, including advanced email campaigns
- Manage customer relationships using CRM tools to enhance client engagement and service
- Utilize Microsoft 365 and Google Workspace to improve business productivity and collaboration
- Perform data analysis and build financial models using Microsoft Excel

Skills

- Decision making
- Organization and time management
- Problem solving
- Communication & interpersonal skills
- Active listening

Computer skills

- Microsoft excel
- Microsoft word
- Power point
- Computer literacy
- Microsoft 365 office
- Google workspace
- Canva
- Meta 4/5
- Tradingview

Languages

- Arabic native
- English C1
- French C1
- Spanish B1