

# MONA N. ABDULGHANI

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## Profile

A recent Business Administration Graduate (2024) specializing in Economics. Seeking a role to apply a strong analytical background in Economics and acquired administrative skills to enhance operational efficiency. Possesses practical experience in Financial Management and Accounting (invoicing, data entry), and a range of Administrative & Organizational tasks (inventory management, order coordination, multitasking).

## Professional Experience

### 2024/8 – 2025/12 | Administrative Support | Al Bidawi Co.

- Managed all purchase and sales invoicing using the Mass Net program.
- Handled inventory management and order coordination.
- Provided customer service by taking orders and communicating with clients.
- Performed general data entry and managed multiple tasks.

### 2020 – 2023 | Community Development and Training Volunteer | Palestine Red Crescent Society

- Delivered first aid and psychological first aid training to community members.
- Spearheaded COVID-19 awareness campaigns and facilitated form completion to enhance public health engagement.

### 2021 – 2022 | Health Educator Volunteer | ANERA and UNICEF

- Conducted comprehensive COVID-19 training sessions, equipping community members with essential health knowledge.

### 2021 – 2022 | Community Engagement Volunteer | Takaful

- Championed community support initiatives and organized various volunteer activities to drive local engagement.

### 2018 – 2020 | Educational Development Volunteer | Neba'a

- Led literacy projects and executed community outreach programs to promote educational development.

## Education

### 2021 – 2024 | Bachelor of Business Administration in Economics | Lebanese International University

- Relevant Coursework: Microeconomics, macroeconomics, business statistics, financial management, marketing, trading, accounting.

2018 – 2020 | **Sociology and Economics | Bisan Secondary School**

## Skills Development & Workshops

2024/1 – 2024/2 | **Marketing Level 2 | Digital Opportunity Trust (DOT) |**

- Digital Marketing (SEO On-Page & Off-Page, PPC Campaign Management, Social Media Strategy, Email Marketing)
- Analytics & Reporting (Google Analytics, KPI Tracking, Data Interpretation, Performance Reporting)
- Content & Creation (Planning, Copywriting, Buyer Persona Development, Content Calendar Management).

2023/10 – 2023/11 | **Digital Media Literacy (DML) | Digital Opportunity Trust (DOT) |**

- Microsoft Office (Word, Excel, PowerPoint); Website and link maker.

2023/02 | **Leadership Workshop | OFCI |**

- Focused on effective leadership in the corporate landscape; Covered transformational, situational leadership, and emotional intelligence; Emphasized communication, conflict resolution, and team-building skills.

2022/07 | **Project Management | OFCI Project |**

- Covered essential concepts and techniques: planning, execution, and monitoring.