

RAZANE KHATIB

CONTACT

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- 📍 Beirut



PROFILE

Business Management student at Beirut Arab University with strong marketing and communication skills. Experienced in customer service, digital marketing, and e-commerce. Highly organized, adaptable, and capable of professional leadership and effective business management.

SKILLS

- Strategic Planning
- Problem Solving
- Creative Thinking
- Data Analysis
- Negotiation
- Adaptability to Change
- Customer Service
- Microsoft Office (Word, Excel)
- Time Management
- Writing Engaging Content
- Basic Design using Canva and CapCut



WORK EXPERIENCE

- **Al Khatib Organization (2022-2025)**
Cashier and Salesperson
- **Ministry of Finance (2025)**
Archiving
- **Beirut Arab University (2024)**
Event coordinator
- **E-commerce Business (2023-2024)**
Digital Marketing and Graphic Design

INTERNSHIPS, TRAININGS & VOLUNTEERING

- First Aid Training (Al Makassed Hospital and Madaniyat Association) **with certificate**
- Internship with UNDP and UN Women – Madaniyat Association (2024–2025) **with certificate**
- Volunteer Experience at V Square and Madaniyat Association (2023–2025) **with certificate**
- Excel and Word Course at Ibad Al Rahman Association (2025) **with certificate**
- Responsible for managing the project budget for a BAU project in collaboration with Madaniyat Association (2024–2025)



EDUCATION

Business Management - Senior Undergraduate (2022-2026)
Beirut Arab University
Expected Graduation: 2026