

Karim Younes

Salim Salam, Beirut
+961 76 958 073
karim.younes03@gmail.com
karim.younes@lau.edu

EDUCATION

Lebanese American University, Lebanon — *B.S in International Business*

SEPT 2020 - JUNE 2024

Graduated with honors.

Rawdah High School, Lebanon— *High school Diploma*

MAY 2020

EXPERIENCE

Emirates Group, UAE— *HR Officer*

JAN 2025- AUG 2025

Assist in administrative tasks, including managing documentation, record-keeping, and correspondence to ensure efficient HR operations. Support the pilot recruitment process by coordinating interviews, reviewing applications, and maintaining candidate records.

VFS Global, Lebanon — *Operations Officer*

SEPT 2024 - NOV 2024

I supported prospective travelers with their UK visa applications by applying the services that support the documents of the traveler and initiating their biometrics.

Lebanese American University, Lebanon — *Student Assistant*

SEPT 2021 - JUNE 2024

I supported the day-to-day administrative work of the department, which included tasks such as filing, coordinating activities, and organizing events.

PERSONAL

Date of birth: 25/02/2003

Nationality:

British/Lebanese

Marital status: Single

SKILLS

Microsoft Office; fluency in PowerPoint, Word, and Excel

LANGUAGES

Arabic - Fluent
English - Native

INTERNSHIPS

Market Research Intern

Monty Holding S.A.L

JUNE 2023 - AUG2023

Accounting Intern

First National Bank

JUNE 2022 - JULY 2022

REFERENCES

Available Upon Request