

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 **January 2026 – February 2027**
Professional Diploma in Project Management

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

Document Controller, SETS, Beirut, Lebanon **February 2026 – April 2026**

- Coordinate transmittals between engineering teams, consultants, and clients to ensure timely review and compliance.
- Facilitate information flow within a Common Data Environment (CDE) to support project scheduling and quality assurance.

Sales Executive, Pearl Brands, Beirut, Lebanon **November 2025 – January 2026**

- Provided high-level customer service and product expertise to drive sales and meet monthly revenue targets.
- Monitored inventory levels and managed stock replenishment to ensure seamless store operations and visual standards.
- Analyzed consumer preferences and sales trends to provide feedback for marketing and promotional strategies.

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.