

Fatima Saleh

+961 81 937 344

fatima123saleh123@gmail.com

Lebanese

Beirut, Lebanon

6/10/2004



PROFESSIONAL SUMMARY

Detail-oriented and highly organized International Business Management graduate with a strong foundation in administrative support, coordination, and communication. Experienced in assisting business operations and managing tasks efficiently in fast-paced environments through internships in sales and operations. Skilled in multitasking, problem-solving, and maintaining accuracy, with a strong commitment to supporting organizational objectives and ensuring smooth daily operations.

WORK EXPERIENCE

[Tecomsa, Beirut - Lebanon, Sales Account manager Intern](#)

June 2025 – December 2025

- Managed and monitored SMS A2P traffic.
- Supported account management activities.
- Assisted in client communication and service coordination.

[Bank du Liban, Beirut – Lebanon, Internship Course](#)

July 2025

- Completed one month of training in financial operations and administrative procedures.
- Observed daily banking activities, including documentation and transaction processing.
- Developed a basic understanding of financial regulations and central banking functions.

EDUCATION

Lebanese International University - Beirut

October 2022 – January 2026

Bachelors in international business management
GPA 3.7

Al Bayan High School – Beirut

September 2008 – June 2022

Lebanese Baccalaureate in Life science
Graduation grade 16.5

SKILLS

Technical

- Microsoft office (Word, PowerPoint, Excel)
- Basic social media management

Core competencies

- Time management
- Organization
- Attention to detail
- Teamwork
- Problem solving
- Work under pressure

LANGUAGES

- Arabic (Native)
- English (Advanced)
- French and Spanish (Beginner)

REFERENCE

Available upon request