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| **Summary** | Motivated and detail-oriented individual pursuing a Bachelor's degree in Business Administration. Equipped with a strong foundation in digital marketing and proficient in managing social media platforms. Seeking to leverage acquired skills and knowledge to contribute effectively to a dynamic work environment.  Top of Form |
| **Education**  **Work Experience**  **Language**  **Skills**  **Skills**  **Communication**  **Skills**  **Awards**  **References** | (2022-Ongoing) FGM Bachelor in Business Administration / USJ, Bekaa, Lebanon.  (2021-2022) Lebanese Baccalaureate / Economic science. Christ-Roi School, Zahle, Lebanon. |
| Stock & Financial Management Intern- Grand Kadri Hotel, Zahle (June – July 2024)   * Verified physical stock counts and adjusted inventory in Omega POS * Processed daily purchase receipts in Omega POS, ensuring accuracy * Entered food & beverage sales data for banquets and conferences into Omega POS * Calculated credit card commission and reconciled transactions in PMS * Updated Daily business sales (DBS) Excel sheet with PMS data |
| Arabic: Native  English: Fluently (written- spoken)  French: Fluently (written- spoken) |
| Microsoft office (Word, PowerPoint, Excel)  Expertise in Social Media Management  Skilled in Photoshop and other design tools |
| Able to work in group.  Confident, articulate, and professional speaking abilities.  Emphatic listener and persuasive speaker.  Ability to inspire others.  Precise.  Adaptability. |
| (2021) Social Media And Digital Marketing Certification (Michel Daher Foundation) |
| Available upon request. |