



SUMMARY

A meticulous, organized individual with exceptional analytical and communication skills, currently holding a bachelor's degree in Business administration and looking to secure an entry level position with a reputable firm. Proven ability to follow strict deadlines and work to continuously produce high quality results.

EDUCATION

American University Of Beirut

Bachelor's Degree in Business Administration
2018 - 2022

Victoria International School Of Sharjah

Business Administration on Executive Assistance
2008 - 2018

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents
- Strong data visualization

VOLUNTEER WORK

- Volunteer at Lebanese red cross
- Jordanian cultural club
- Entrepreneurship club

PROFESSIONAL EXPERIENCE

Project Team Member

IArab Bank | 2022- 2023

- Analyze project requirements, contribute ideas, and implement solutions to achieve project goals
- Accurately input customer information, financial data, and transaction details into the bank's systems.
- Conduct KYC procedures for new and existing customers to comply with regulatory requirements
- Maintain organized and up-to-date records of customer information, transactions, and project-related documentation.
- Provide training support to new team members on specific tasks, ensuring a smooth transition of responsibilities.
- Manage tasks and assignments efficiently to meet project deadlines and daily operational requirements.

Trainee

Ramada Hotel And Suites By Wyndham | 2021 - 2022

- Performed various administrative functions.
- Rotate through various departments.
- Working closely with finance department by understanding costs of hotel and working with financial statements .
- Gaining knowledge of hotel systems and operations.

Intern

BrandsBerry| 2021 -2022

- Attended weekly marketing campaigns sessions in order to gain insight on clients needs and requests
- Assisted in creating marketing materials to promote products or services
- Involved in collecting marketing data insights and analytics
- Involved in brainstorming for upcoming events
- Contributed to email campaigns and managing social media content across different channels