**Sarah BOU KHALIL**

September 23rd, 1993

Lebanese, Single

🖃 Elias Daccache Bldg., 3rd floor,

Main road Tabarja, Mount-Lebanon

Tel: 70 798020

Mail: Sarah.boukhalil@hotmail.com

|  |  |
| --- | --- |
| **EDUCATION** | |
| **2011-2014** | **Bachelor of Business (Finance)**  Lebanese University - Achrafieh - Faculty of Business and economics - Section II  ***Main subjects studied include:*** *Accounting, Marketing, Management, Business Law, Human Resource, Public Relation, Financial Analysis, Financial math, Financial Market, Marketing Management, Money and Banks, Insurance Actuary, Insurance law, Banking Operations, Managerial Finance, Sales Management, International Finance, Financing Small Companies, Marketing Financial Products, Feasibility, Total Quality Management…* |
| **2011** | Lebanese Baccalaureate II- Economy and Sociology Series Collège Central des Moines Libanais - Jounieh |

|  |  |
| --- | --- |
| **INTERNSHIP** | |
| **August 2013** | Trainee – FRANSABANK SAL (Branch: Jounieh)  ***Main areas of experience:***   * *Operational Section: cash deposits and withdrawals, checks operations, inward and outward transfers, forex transactions and payment of bills…* * *Commercial Section: Opening of Accounts, Plastic Cards/ Bancassurance Products/ Call center, Consumer and Housing Loans, Letters of Guarantees, Commercial Loans…* |
| **EXPERIENCE** | |
| **December 2014 till present** | Employee – Laboratoire Wakim (Branch: Jounieh)  Medical secretary (typing) |

|  |  |
| --- | --- |
| **LANGUAGES** | |
| **English**  **Arabic**  **French** | Fluent speaking, writing and reading  Fluent speaking, writing and reading  Speaking, writing and reading |

|  |
| --- |
| **SKILLS** |
| Microsoft office (Word, Excel, Power point, access…), Internet |

|  |
| --- |
| **REFERENCES** |
| References are available upon request |