

Hassana Al Nackash

Address: Choeifat, Lebanon; Nationality: Lebanese

Gender: Female; Date of Birth: 22/09/1994

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EDUCATION

Sep. 2013 –May 2016

Bachelor of Sciences in Business Studies - Emphasis in Management

CGPA: 3.81/4

Lebanese American University, Beirut, Lebanon

100% Scholarship student at LAU

Graduated with a placement on the **High Distinction List**

INTERNSHIP/EXPERIENCE

Aug. 1, 2014 – Sep. 15, 2014

Company: Trade Union Company SARL

Trained on: company structure – sales cycle – customer service and delivering operations – invoice problems follow up – purchase cycle - attendance reporting – full time working days

Daily tasks: checking customer payments – comparing banks' statements with the company's – preparing claims at the purchase department – importing and exporting data from software

VOLUNTEER WORK and EXTRA CIRRICULAR ACTIVITIES

Community Development: "Exploring your potential" lecture to 12th graders Mar. 2016

A lecture on how to choose their University major (In Collaboration with LAU)

Volunteer work: Home of Hope Orphanage Aug. 2015

Activities: Educating orphans – renovation of the orphanage

Club Membership: Safety awareness club, LAU Sep. 2013 – May. 2016

LEADERSHIP WORKSHOPS, LECTURES, and SEMINARS

Sep. 2013 – Mar. 2016

Workshops, Lectures, and Seminars: Critical Thinking - Leadership and life skills - Career Coaching – Civic Engagement and Entrepreneurial Training – Negotiation skills - Career Success skills - Emotional intelligence – Time management - Communication skills - Computer and social media skills - Transformational leadership - Civic Engagement and integration

Organized by: Outreach and Civic Engagement Office, LAU

KEY SKILLS and COMPETENCIES

Business: Analytical, communication, time management, team work, highly motivated, and hardworking

Computer: Windows and Mac OS, Microsoft Office (Word, Excel, Power Point & Outlook), Internet, and Data entry and organizing

Computer Software: Prezi, Piktochart, Video scribe, Survey Monkey, Word press

Languages: English and Arabic (fluent), French (fair)