



BILEL BEN ARBIA

BUSINESS STUDENT

INTRODUCTION

Highly-motivated Business Administration student looking for an internship in project management or marketing. Wishing to implement strong data-analysis, management and team-work skills in a professional context.

CONTACT INFORMATION

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PROFESSIONAL SKILLS

- Experienced **team player** under various conditions
 - Excellent **leadership** and **communication** skills
- Able to **manage** multiple tasks and **time-sensitive** duties
 - Capable of **coordinating** multiple projects and multiple teams
- Able to **come up** with last-minute **backup plans**

ASSOCIATIONS / CLUBS

- **Board member** responsible for project management, Art Factory Tunis Business School, 2019 - 2020
- **Vice president** and **treasurer**, Junior Chamber International Tunis Business School (JCI TBS), 2020
- **Statutory auditor**, Junior Chamber International Tunis Business School (JCI TBS), 2019
- **Member**, Addicest Model United Nations, 2019

INTERESTS

- Highly motivated for **acquiring new skills** and **competencies**
- Extremely interested in **design** and **architecture**
 - Captivated by **cultural diversities** and **technological advancements**
 - Eager to **explore the world**
- Intent on **volunteering** and **organizing events** mainly in the business domain

WORK HISTORY

KHEOPS HOTEL

Controller | June 2019 - August 2019

- Verified the accounting of every sales point in the hotel
- Monitored the clients' flow to the swimming pool and restaurant

FREELANCE

Translator | December 2018 - January 2019

- Participated in translating a bench of Libyan short stories from Arabic and Colloquial libyan to English

ACADEMIC HISTORY

TUNIS BUSINESS SCHOOL

Bachelor Of Business Administration| Expected Graduation Summer 2022

- Took comprehensive management and administration courses
- Took finance, accounting, marketing, Information technology and other business-related courses
- Took several soft skills and leadership trainings
- Took digital marketing and multiple Information Technology related online trainings
- Participated in the organization and planning for several large-scale events.

NABEUL PIONEER SCHOOL

Baccalaureat | Graduated June 2018

- Graduated Class of 2018, with major in mathematics