

CURRICULUM VITAE

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Nationality: Lebanese

PERSONAL PROFILE

I possess Self-motivation and Determination in Order to Accomplish My Goals. Throughout My Experiences, I have Developed Effective Communication Skills Both Verbal and Written. I have Excelled in courses whose content included interactive and practical learning. I am committed And a quick learner. I enjoy working in a team as well as independently.

EDUCATIONAL BACKGROUND

Oct 2008 – Jun 2012 Communication Arts at American university of science & technology, Lebanon.

Sep 2007 – Jun 2008 Lycee Pascal, Lebanon

SKILLS ACQUIRED

Computer skills: Windows 95\98\00\XP, Microsoft windows, Excel, Power point, training ability, ability to learn software packages quickly.

PROFESSIONAL BACKGROUND

July 2016 Till Today Marketing Officer of Basbous EST (Appliance Store)

Apr 2015-July 2016 Receptionist of Alliance Française (French Institute in Al Khobar)

01-July-2013 To 30-Apr-2015 Marketing Officer (Advanced Systems & Technologies Co .LTD

Sept 2013 – Sept 2014 French tutor, Al-Khobar. Responsibilities involved providing additional instruction outside the mainstream educational system for students struggling with the French language.

Dec 2012 - June 2013 Translator for Al Shareeq Newspaper in Dammam. Responsibilities involved reading and rewriting in the target language, ensuring document translation was consistent, using specialist dictionaries, thesauruses and reference books as well as research tools such as internet and email throughout the translation process.

Oct 2011 – June 2011 PE teacher at Maison De La Sagesse in Daraya, Lebanon. Responsivities involved encouraging and motivating children to be active, building confidence in children with his or her skills. Examples of activities included tag games, basketball, football, jump rope chants.

LANGUAGES

Arabic, English and French

INTERESTS

Reading, music, swimming, tennis, travelling.

REFERENCES

Available upon request