**MAYSAA FARES**

**Email:** maysa-fares@hotmail.com - **Mobile Number:** +961-03095128
**Address:** Beirut - Lebanon

**OBJECTIVE:** Confident and hardworking young graduate, with an excellent track record of adapting to new environments. Creative thinker with good leadership skills and ability to work in teams. Looking to work in an innovative, dynamic and international environment to embark on a successful career.

**EDUCATION**

06/07 **ABDEL HADI DEBES INSTITUTE**-BT3 Accounting & Informatics

09/09- 06/12 **Arts, Sciences & Technology University in Lebanon (AUL)** - Bachelor of Science in Business Administration-Banking&finance

**WORK EXPERIENCE**

05/07-06/09  **BURGER KING** Beirut-Lebanon

 Cashier

06/10-09/10 06/11-09/11 GM&A Beirut-Lebanon

 **Summer Internship**

* Inventory
* Collection
* Bank Reconciliation

04/13-10/14 **TRAINING AT BLOM BANK**  Beirut-Lebanon

 CREDIT CARD DEPARTMENT

**EXTRACURRICULAR ACTIVITIES**

* Participated for six weeks in a relief campaign to help hundreds of displaced families during the 2006 war in Lebanon
* Participated in camping trips, rafting journeys, mountain climbing and hiking trips

**SKILLS**

* Advanced user of Microsoft Office (Microsoft Word, Excel and PowerPoint)
* Responsible with good communication and public relation skills
* Good team player, able to work under pressure and adapt to new environment

**LANGUAGES**

* Fluent: Arabic, English

*References can be provided upon request*