*LARA DAOUD*

**Personal Information:**

-Address : Ain El mreysseh, Ghandour Building, Idriss Street, 5th floor

-Nationality : Lebanese

-Date of birth : 22 June 1993

-Gender : Female

-Marital Status: Single

-Cell : 71406963

-Email : ldaoud22@hotmail.com

**Job Objectives:**I’m seeking a position where I can develop and excel while giving my best. I’m ambitious and always up to the challenge.

**Experience:**

Internship at Banque Libano-Française for 2 months

* Customer service officer: duties include assisting customers with information regarding accounts.
* Teller : duties include computing figures with speed and accuracy , operating computer

**Education:**

 Present : Masters in Accounting and Auditing (USJ)

2011 - 2014 : BA Business and Management - University Saint-Joseph(USJ)-Beirut.

2010 -2011 : Lebanese Baccalaureate in SE – Saint Joseph de l’Apparition - Beirut.

2007 -2008 : Lebanese Brevet – Saint Joseph de l’Apparition - Beirut.

**Languages:**

* Arabic : fluent, oral and written
* French : fluent, oral and written
* English : very good, oral and written
* Spanish : beginner

**Computer skills:**

* Microsoft office programs (word , excel , power point , access)

**Hobbies:**

-Sports: jogging, swimming and bowling

- Special activities: voluntary work at Caritas

**References:** Presented upon request.