**Nancy Jean El Gharib**

Lebanon, Raboueh

(00961) 71-735373

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**OBJECTIVE**

To obtain a full time job that requires excellent communication skills, computer skills and management information system skills

**EDUCATION**

**B.A. in Business Computing** Expected in December 2015Holy Spirit University, Kaslik

**Baccalaureate in Life Science** (SV) July 2012
College Saint Georges, Zalka

**Brevet** (BR) July 2009
College Saint Georges, Zalka

**EXPERIENCE**

**Seminar** July 2014Banque du Liban

**Cashier** January 2012 – May 2012Le Charcutier Aoun, Naccache, Lebanon

* Cashed in and out products

**Promoter/Hostess** June 2010 – December 2011
Blastinc Agency, Jal el Dib, Lebanon

* Introducing new products for potential customers
* Hosted marriages and events

**QUALIFICATIONS**

**Communication**

* Communicate with multicultural customers and provide all needs for clients
* Read, write and speak English fluently
* Read, write and speak Arabic fluently
* Read, write and speak French fluently

**Computer Skills**

* Possess skills in Microsoft Office: Word, Excel, Powerpoint and Outlook
* Have expertise in Internet research skills
* Have proficiency in programming languages and Data bases: Microsoft Visual Basic and Microsoft Access.

 **REFERENCES**

Available upon request