**Zeinab El Rabab**

El Rabab building, 2nd floor, Mohsen Slim Street, Haret Hreik, Lebanon

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**PERSONAL INFORMATION**

**Nationality:** Lebanese

**Gender:** Female

**Date of Birth:** November 23rd, 1991

**Place of Birth:** Beirut

**Marital Status:** Single

**Languages:** Fluent in English, French and Arabic

**PERSONAL FEATURES**

* My purpose is to find a job relate to my main studies in Business.
* Enthusiastic and dynamic at work, ready to work under pressure and facing challenges.
* I am in need to work to get experience.
* Detail-oriented, well organized, team work and leadership spirit.
* Very good communication skills.
* Self-motivated and challenging spirit.

**OBJECTIVE**

Seeking a job in your reputable firm to enhance my knowledge and efficiency, take experience and growth to meet my competencies, capabilities, skills, education and experience.

**EDUCATION**

2012-2015 Masters Option Entrepreneuriat & NTIC at Université Saint Joseph – Beirut, Will graduate in Novemebr 2015

August 2011 Certificate of English Language Proficiency-Intermediate Proficiency – Georges Town University

2009-2012 Bachelor of Arts in Business and Management degree at Université Saint Joseph

July 2009 Lebanese Official Baccalaureate II SE – Le Lycée National School - Bchamoun

**WORK EXPERIENCE**

July 23rd 🡪 October 31st 2012 Administrative Assistant at Enviroblend Group

* Responding to clients orders
* Issuing invoices and credit notes
* Issuing checks
* Receiving payments from clients
* Manage petty cash, VAT and check details
* Sending account statement
* Employee management
* Stock and inventory controller
* Customer service
* Filing system

June 🡪 August 2011 Internship at Fransabank (Tabaris Branch)

Main duties:

* Money deposit and withdrawal
* Open accounts
* Respond to client order by phone

**COMPUTER SKILLS**

MS office tools: Word, Excel, PowerPoint, Access and Quick Book

**HOBBIES AND INTERESTS**

Biking and Tennis

**REFERENCES AND TRANSCRIPTS**

Available upon request