**SADER Haya**

*28 OCTOBER 1994*

*Mobile: 0096170414556*

*Nationality: Lebanese*

*Address: Ain-Ebel South Lebanon*

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**Objective**

Seeking a challenging position in the capacity of Auditor where I can acquire good experience, demonstrate my skills and establish a long-term career path while contributing to the development and the welfare of the company.

**Education**

* **Saint Esprit university (usek)**

Bachelor in Business Administration and Management

GRADUATED IN 2015

* **High School of rmeich**

Lebanese Baccalaureate, Economic & Sociology

GRADUATED IN 2012

* Extra Certificate in English language “ **Toefl**”
* Extra certificate in French language “**Delf**”

**Career Profile**

* Well organized
* Solving skills, ability to make well decisions
* Creative
* Serious, responsible
* Well managed and organized
* Good communication skills.

**Computer skills**

* Microsoft Office (Word, Excel, PowerPoint, ACCESS, Notepad)

**Internships & Professional Experience**

* **SAKR INSURANCE GROUP**

Office assistant

First of September - present

* **BBAC Bank**

Trainee (Rotated in Various Branch departments, “Customer Service, Cash operations, Commercial Operations”)

July 2015

* **Private Tutoring**

Assisted several Children overcome their weakness in various topics (Mathematics, Physics, Chemistry and Biology) by providing continuous mentoring, follow up, reinforcement and support

**Languages**

* Arabic: Native Language
  + English: Spoken, Read, Written
  + French: Spoken, Read, Written

**REFERENCES**

* Available upon request.