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#  **Ghida Dlaykan**

#  **Business Management**

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| Objective | To utilize my sales and leadership skills to obtain a full time position that offers a professional working environment and enables me to grow while meeting the company goals. |
| Civil Status | Place of Birth: Aley, Lebanon Date of Birth: December 5th, 1991Nationality: Lebanese Marital Status: Single |
| Education | * 2016-2017
* To read for a masters in HR at AUB
* 2010-2014 MUBS Aley, Lebanon

BA* Bachelors degree in Business Administration
* 2006-2009 MAOSS Aley, Lebanon

Bacc II* Lebanese Baccalaureate in Sociology and Economics
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| Work Experience | * 2014- 2016 Blom bank Head office, Lebanon

 **Instructor*** Hr planning unit

 * Processing credit cards

 - Issuing credit cards  - Granting credit cards* Credit cards Department

 - Study and Analysis credit card customer’s application * Banking product telemarketing

 - Connect with potential customers - Offering Blom products* 2014 Banque du liban Aley, Lebanon

**Internship*** Training period ( 2 months ) about all departments of Banque du liban
* Making a report about the notes that we took into the banking sector
* 2013 l’heritage resort Ain remeneh,Lebanon

**Instructor*** Receptionist
* Knowing a briefly of Sales/marketing
* HMS and GPOS system

**Internship** * Worked at the reception office (taking and transferring calls and entering data)
* Assisted the Quality Manager in day to day operations
* 2010-2012 Eldorado Aley, Lebanon

**Instructor*** Worked in the customer service department as a Sales Supervisor
* Exceeded my sales target which resulted in a salary bonus of 2%
* Was in charge of Stock Control
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| Languages | Arabic, English, French |
| Computer knowledge | Competent with Microsoft Office (Word, Excel, Power Point)System 5 (Stock keeping and customer data software) |
| Certification   | * IC3 certificate at MUBS in 2012

BLOM Shabeb CV and Interview workshop at MUBS in 2012English Language certificate at Aley Vocational College in 2010 |
| References |  |

* Will be made available upon request.