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# **Ghida Dlaykan**

# **Business Management**

**Address:**LEBANON  
ALEY, Lebanon  
**Email Address: dlaykang@gmail.com**  **Day Phone Number:** +961-76-964472  
**Phone Number:** +961-05-557473

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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, 1991  Nationality: 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 |
| 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 |
| 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 2012  English Language certificate at Aley Vocational College in 2010 |
| References |  |

* Will be made available upon request.