RIWA B. AL MASRI

 **PERSONAL INFORMATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D.O.B :** February 5th, 1991.

**Nationality :** Lebanese.
**Marital Status :** Single.

**EDUCATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**September 2013- July 2015. University of Balamand Tripoli, Lebanon***MBA.* **September, 2009- July, 2012. University of Balamand Tripoli, Lebanon**

*Bachelor in Business and Management.
Dean’s honor list.* **September, 1994- June, 2009. Sainte Famille Maronite Tripoli, Lebanon***Lebanese Bachelor in Sociology & Economics.*

 **WORK EXPERIENCE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**April 2015- November 2016 BLOM BANK Tripoli, Lebanon**

*Teller/customer service*

**July 1st, 2013- March 2015** **Handicap International Tripoli, Lebanon**
NGO (Non-Governmental Organization)
 *Administration Officer*

**September, 2013- Present** **CliniCare Center** - **CCC**  **Tripoli, Lebanon**

Polyclinic

*Manager/ Owner.*
 **October, 2012- June, 2013. Lebanon Food Company Tripoli, Lebanon**Local- Family Business company*Accountant* **February, 2012- August, 2012. Samih Abbouchi Tripoli, Lebanon**Accounting Bureau
*Accountant Assistant* **INTERNSHIP**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**November, 2012-September, 2012. Bank of Beirut Tripoli, Lebanon**
Abu Samra Branch

 **SKILLS AND QUALIFICATIONS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Fluent in Arabic and, English written and spoken

- Good in French.
- Leadership and organizational skills.

- Good communication and presentation skills.
- Knowledgeable in computer researches and in all Microsoft office programs (MS, word, excel and access, Windows 95/98/2000/2010/XP, SPSS), Dropbox, and Outlook. **SOCIAL INVOLVEMENT OR EXTRA CURRICURAL ACTIVITIES**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- TOEFL, SAT and GMAT.
- Certificate completing “Getting started” course from *Tibrco*.
- Scout team member at school.
- Music, and all kinds of sports.

- Member of Guitar ensemble at conservatoire.