**Kareen El Annan**

 May 2017

**Objective:** Seeking a challenging position within the domain of business administration in a reputable and leading company where I will have the opportunity to exploit my acquired skills and grow in an atmosphere of professionalism, teamwork and leadership.

**Personal Information**



Born on 27/04/1995 in Bourj El Barajneh, Beirut- Lebanon

Address: Annan Street, Bourj El Barajneh 🖳 kareenelannan@gmail.com Nationality: Lebanese  Kareen El Annan

 🕿 71 168 440

 01 467 343

**Education**



**Bachelor of Sciences** in**Banking and Finance2013 -2016**

Lebanese University, Hadath

**Average:** Courses 74% Thesis 83%

**Lebanese BaccII** in **Life Sciences 2013**

Lebanon Evangelical School for Boys and Girls (LESBG), Loueizeh, Baabda

**Average**: 78%

**Skills**



**Software Skills**: Microsoft Office

**Languages**



Arabic (Native)

English (Excellent)

French (Fair)

**Employment History**



* **Private tutoring**- 2013- Current
* **School job** *-* Summer 2013*:*

*Painting, preparing books, welcoming parents for fee payment, and invigilating entrance exams*

**Lebanon Evangelical School for Boys and Girls –Loueizeh**

* **Administrative Assistant**, October 2010

*Welcoming patients, sorting patients’ files, making appointments, and doctor’s second hand*
**Dr. Ali Hatoum Dental Clinic** – **HaretHreik**

**Professional Development**

**Trainee**, *14/07/2015 till 22/08/2016*

*Retail Banking, Collection Department*

**BLOM Bank, Head Office, Hamra**

**Workshops and Training**



* *Time Management,* Ms. Sally Hammoud, LOYAC
* *Self-Management,* Ms. Sally Hammoud, LOYAC

**Hobbies and Interests**

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Hiking, Nature, Football, and Reading

**References**



Furnished upon request