

Elissa waked

Date of birth: 23/10/1995

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Academic Qualifications :

2013-2016:

BA Business Administration:
St.Joseph University-Saida.

1998-2013:

Graduated from School:
Collège Notre Dame – Machmouchée,
(Jezzine)

2012-2013 :

Official Baccalaureate SV branch:
College Notre Dame – Machmouchée,
(Jezzine) (with honors 14.2).

Work Experience :

2015-2016:

Training for two months at Byblos- Bank
Saida.

2014-2016:

Private lessons for students from grade 3 to
grade 11.

August 2017:

Training at Restofair Lebanon Sarl.Mkaless ,
Beirut.

September 2017-May2018:

Working at Mattar Trading Company,
Azour- Jezzine.

June2018-October2018:

Accounting at Jezzine Governmental hospital

Projects at university:

Project in group:

- Design a new cover: Nutella cubes

My Project:

- Research about Johnny Walker whiskey
history

Skills :

- Excel
- Microsoft Office
- Power Point
- Research
- Ability to work long hours, often under pressure
- Ability to learn and adapt at a high level
- Ability to accept criticism well
- Teamwork

Languages:

- Arabic: Native language
- French: Fluent
- English: Good (Certificated from St Louis University)

Interest:

- Acting
- Dancing
- Music

References are available on request.