**Angela Jamal Ramadan**

Jyeh el-Chouf, Lebanon

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**PERSONAL INFORMATION**

Nationality:                        Lebanese

Date and Place of Birth:     27-June-1995 - Barja

Marital Status:                    Single

**OBJECTIVE**

Seeking a position in accounting department to enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

**WORK EXPERIENCE**

**Accountant:**

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* 2017- 2019 Administrative Assistant in Jamal Ramadan Trading Foundation.

1. Answer Calls.
2. Handling office tasks (filing, generating reports...)
3. Prepare and Modify Documents.
4. Review and Prepare bills.
5. Order office supplies and research new deals and suppliers

**SUMMER INTERNSHIP**

* 2015 Training in Bank Beirut and Arab countries (BBAC)

1. Contact Customers
2. Update their personal information in their account.

* 2014 Training courses in International Computer Driving License (ICDL)

1. Microsoft office
2. Information Technology
3. Html

**EDUCATION**

* 2012-2016 Beirut Arab University (BAU), Beirut , Lebanon

**Bachelor of Accounting (Graduated CGPA: 3.63/4)**

* 2011-2012Barja Technical School, Barja, Lebanon

**BT 3 degree in Accounting and Information System (Average: 14/20)**

**CERTIFICATION**

* 2014 International Computer Driving License (ICDL)

**SKILLS**

**Inter Personal Skills**

* Excellent team worker
* Can work under pressure
* Ability to act independently
* Excellent written and oral communication skills
* Can interact with any kind of personalities of people
* Preparing reports
* Decision maker and can handle responsibilities
* Strong knowledge of utilizing all the modern teaching aids
* Ability to handle children of different age groups
* Expertise in using new teaching methodology to explain difficult topics

**Computer Skills**

* Microsoft Office: Word, Excel, PowerPoint, Access, Outlook and Data base

**ICDLCertification (2014)**

* HTML
* Internet
  + - * Research

**LANGUAGES**

* English (Skilled)
* Arabic (Skilled)

**HOBBIES**

* Teaching and Cooking

**REFERENCES**

* Available upon request