



JANA ABDALLAH

FRESH GRADUATE

PROFILE

A fresh business graduate willing to attain a challenging position that would give me the opportunity to prove my leadership and best utilize my education.

COMPETENCES

- ✓ Problem solving
- ✓ Trustworthiness
- ✓ Reliability
- ✓ Customer oriented
- ✓ Flexible
- ✓ Team work
- ✓ Stress tolerance

CONTACT

🏠 Beirut
☎ +961 70079898
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in Jana Abdallah

EXPERIENCE

- **June - July 2018 Bank Audi**
Intern , Beirut
Operation officer , teller , customer service representative
- **March - June 2018 Abdallah's Law firm**
Treasurer , Beirut
Personal assistant, helps with time and daily management, schedule meetings , responsible for corporate liquidity
- **May - July 2017 Qamar Ceramica**
Sales person , Beirut
Sells products and services to customers , work with customers to find out what they want.

EDUCATION

- **2016 - 2019 Bachelor of Business Administration**
Beirut Arab University , Beirut
Business administration with emphasis on business management
- **2006 - 2016 Lebanese Baccalaureate**
Heritage College , Beirut
Economics and Sociology baccalaureate

SKILLS

Languages

Arabic
English



Software

Microsoft
powerpoint
Microsoft excel

