

Léa HARB BOU AKAR
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Born: 7th of May, 1990 - LEBANON
Nationality: Lebanese
Marital Status: Married

EDUCATIONAL BACKGROUND

- 2011- **UNIVERSITE SORBONNE NOUVELLE – PARIS 3**, Paris, France.
Master 1 in Foreign Languages and International Economic Affairs.
- 2008-2011 **UNIVERSITE SORBONNE NOUVELLE – PARIS 3**, Paris, France.
BA Degree in Foreign Languages applied to economics and law.
Main subjects studied include Economics, Law and Trading.
- 2006-2007 **LYCÉE PAUL LAPIE**, Courbevoie, France.
High School Diploma specializing in Economics.

WORK EXPERIENCE & TRAINING-PERIODS

- 2014- **AGRIVENTURE TRADING SAL OFFSHORE**, Zalka, Lebanon
- Execution Manager in a Trading company.
 - Skills: Communication, initiative, group spirit, coaching, multi-tasking, efficiency.
- 2011-2014 **MENAGRI SAL OFFSHORE**, Zalka, Lebanon.
- Office Manager in a Trading company specialized in Agriculture.
 - Skills: Communication, multi-tasking, efficiency.
- 2006-2011 **HTMI SARL**, Houilles, France.
- Secretary in a carpentry company. Prepared invoices for clients and orders for suppliers.
 - Skills: Group spirit, punctuality, clear written and spoken expression.
- Winter 2010 **OTESA – AEROPORT DE PARIS**, Paris, France.
- Polyvalent ground hostess at Charles de Gaulle Airport. Welcomed and informed people in English, Arabic, Spanish and French.
 - Skills: Efficiency, initiative, sense of diplomacy, systematic use of foreign languages.
- Summer 2010 **GOLDEN GRAIN SAL**, Dbayeh, Lebanon.
- Intern for 2 months in the rice department of a trading company. Carried out contracts.
 - Skills: Efficiency, multi-tasking, group spirit, punctuality, clear written and spoken expression in English.
- Summer 2009 **GOLDEN GRAIN SAL**, Dbayeh, Lebanon.
- Intern for 2 months in the sugar department of a trading company. Carried out contracts.
 - Skills: Efficiency, multi-tasking, group spirit, punctuality, clear written and spoken expression in English.

LANGUAGES AND COMPUTER SKILLS

French and Arabic: bilingual
English: fluent
Spanish: moderately fluent
Fully operational in English, French and Arabic-speaking working environments.
Good working knowledge of the Internet and Microsoft Office.

ADDITIONAL INFORMATION

Give private tutoring lessons since 2005, in foreign languages for all school levels.
Driving Licence.

References available on request