

# Curriculum Vitae

## Batoul ZeinAbden El Hussien

Nationality: Lebanese

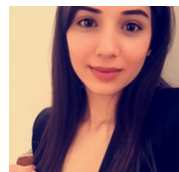
Date of birth: January 2, 1994

Marital Status: Single

Aramoun, Lebanon.

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To obtain a position in your company that will enable me to use my strong organizational skills, educational background, and ability to work well with people and where I can maximize my program development and training experience and career path.

## EDUCATION

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I. Bachelor's degree / higher diploma in Business Administration in Marketing at Beirut Arab University

**Completion Date:** June 28 2018

II. Lebanese official Bac II in Sociology and Economics at LA Cime 2 School

**Completion Date:** June 2015

## EXPERIENCE

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I. Administrative Assistant at Clean n Clear Co. Sarl (**from 1 Nov. 2018 ---till 31 May 2019**)

II. Cashier, Sales and Taking cakes orders at a dessert shop ‘Secrets’ (**from sept 14-2015 till June 30 -2018**)

## Core Skills and Strength

- Strong work ethics- High level of integrity and moral standards.
- Communication skills –Excellent interpersonal, networking, presentation, influencing, negotiation and closing skills. Works effectively in a collaborative environment.
- Self starters- Responsible and self-motivated with positive attitude and tolerance.
- Strong organizational and time management skills.
- Thinks strategically and analytically, multitasks and prioritizes.

## COMPUTER SKILLS

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**ICDL Profile Certificate** (Word Processing, Spreadsheets, Database, PowerPoint, IT Security, Computer Essentials and Web Browsing and Communication)

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## LANGUAGES

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Fluent in English and Arabic

## REFERENCES

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Available upon request

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