



To Whom It May Concern:

I am writing to enquire whether you have a vacancy in your company for person with my qualifications; I enclose a copy of my CV for your consideration.

Personal Data :

Full Name: Alaa Ahmad Khalil

Place & Date of Birth: Beirut, Lebanon on the 9 of February 1998.

Nationality: Lebanese

Marital Status: Single, Female

Email: Alaakhalil@hotmail.com

Telephone: 71-681890

Address: Abraj Al-Nakhil Tower, 2nd floor , Yehya Al- Arab Street , Tarik Al- Jadida , Beirut, Lebanon

Personal Skills:

- Organizational and planning skills.
- Highly motivated, detail-oriented and well organized.
- Ability to work productively and adopt in any environment easily.
- Team player and good communication skills.
- Hard working, good listener.
- Quick learner and self-confidence.

Education Background and Degrees:

- B.S. degree in Business Administration from Haigazian university
- Makassed Ali Ben Abi - Taleb school, 2015-2016
Baccalaureate at “SE” Sociology and Economy

Practical Work Experience – Qualifications Highlight:

- Internship ship as financial & administrative assistant at Makassed University, summer 2018
- Administrative secretary at Global Professionals 2017, Present
- Economics Private Teacher
- Volunteer at Makassed association, 2014-2016

Certification:

- Social Media Marketing work shop at Amideast.

Personal Activities:

- Sports

Computer skills :

Microsoft Office: Word-Excel-Power Point-Access
Adobe Photoshop
SPSS

Languages:

English: spoken and written fluently

References : - **Documents and Certificates are available upon request**

Best Regards
Alaa Khalil