

ATTENTION: HR Department

I am writing with interest to join your reputable company.

As you will see in my enclosed CV, I am an MBA student currently working at SIDANI CO in the accounting and warehousing departments. However am looking for a job that suits more my ambitious and supports my career path on the long-term.

I'm a motivated, quick learner, and enthusiastic worker. I who take pride in my work, thrive on challenges, work well under pressure and value teamwork, my aim is to work with other passionate people to provide quality services field and to be surrounded by professional officers and managers in order to gain more knowledge and experience from a company as yours.

Hope my skills, experience along with my academic background fit your requirements.

Please check and let me know if any further information is required.

Thanks for your time.

Best Regards,

Ghinwa Yassin

Email: ghinwayassin2@gmail.com

Phone: +961 71379388

Ghinwa Yassine

Address: Beirut - Malla Street- Yassine Building 3rd Floor

Date of Birth: 11/2/1996

Phone: 71/379388

E-mail: ghinwayassin2@gmail.com

Family Status: Single

Objectives

I consider myself to be an intellectual business oriented and a fast learner. I am also a sociably adaptable person and I enjoy teaming up with others to accomplish a given task, looking for a great career opportunity in my field to enrich my future.

Experience:

2017-Present:

Warehousing Manager Sidani CO. (Hamra, Beirut)

Responsibilities:

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed

Accountant Officer Sidani Foods (Hamra, Beirut)

Education:

2018-Present: Universite La Sagesse (U.L.S) (Furn Chebbak, Beirut)
MBA in Supply Chain Management

2014-2017: MODERN UNIVERSITY FOR BUSINESS AND SCIENCE (Spears, Beirut)
Cardiff Metropolitan University (UK)
Double degree:
BS in Business Administration with emphasis of Management with GPA 3.35

2013-2014: Zahia Kaddoura College/Lebanese Baccalaureate
Lebanese Baccalaureate in Socio-Economics

Workshops

- Workshop on Traffic Safety Gdańsk University of Technology 2017. (University in Gdańsk, Poland)
- Arab-net Beirut 2017
- Horeca 2016 Lebanon

Computer Skills

- Excellent Skills in Microsoft (Word, Excel, PowerPoint, and Outlook).
- Microsoft Certifications in Word, Excel, and PowerPoint

Language Skills

- Excellent in Arabic & English

Volunteering

2014-2016: Nasma Educational Children Helping Center
Helping Children with Learning Difficulties

(Hamra, Beirut)

References

- Available upon request.