



Malak61296@gmail.com



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# Malak MAATOUK

06/12/1996

## CAREER OBJECTIVE

A full-time position in a well reputed firm from where I'll be able to gain experience, develop and demonstrate my social skills, technical abilities and character.

## EDUCATION

**French Baccalaureate in Economics – Minor in Maths**

2011 – 2014

*Lycée Français Renée Descartes – DRC, Kinshasa*

**Bachelor in Business Administration**

2017 – 2019

*Université La Sagesse – Lebanon, Furn El Chebbek*

## EXPERIENCE

**ASSISTANT MANAGER – HOOPS CLUB – LEBANON**

Jul. 2018 – Apr. 2019

Monthly Reports

Follow up (coaches, parents and children)

Recommend the service that will suit best the customers and their kids

Organize the camps (summer camp, Easter camp, Christmas camp)

**BEAUTY ADVISOR – SOCODILE – LEBANON**

Jun. 2017 – Jun. 2018

Greet customers upon their arrival

Identify customer needs and recommend the products that will suit them

Follow up on stock

Report on sales and stock to the Brand Manager

**INTERNSHIP AT RAWBANK – DRC, KINSHASA**

Jun. 2016 – Aug. 2016

Marketing & Communication Department

Accounting Department

Human Resources Department

## LANGUAGE

English



Arabic (spoken only)



French



Spanish



## COMPUTER SKILLS

✓ Microsoft Excel, Word, PowerPoint, Access and Video Maker

## INTEREST

✓ Swimming

✓ Movies, Series

✓ Camping

✓ Basketball

✓ Cars

✓ Cooking