

# 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

Jun. 2017 – Jun. 2018

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** 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

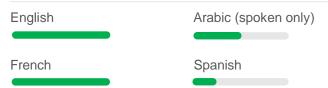
Jun. 2016 - Aug. 2016

Marketing & Communication Department

Accounting Department

Human Resources Department

## LANGUAGE



# COMPUTER **SKILLS**

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

## INTEREST

- Swimming
- ✓ Movies, Series
- Camping

- Basketball
- ✓ Cars
- Cooking