

OBJECTIVE

A challenging position where I could deliver quality work that continues to exceed expectations and which would contribute to a personal sense of accomplishment and progress in my career.

EDUCATION

2015-2019: Bachelor of Business Management at the MUBS University

2012-2014: Lebanese Official Secondary Certificate in Economics and Sociology at Zaheya Qadora High School

PROFESSIONAL EXPERIENCE

-2013 till present: **Position: Private Teacher for all subjects for Elementary & Intermediate levels**

-2014-2015: **Malla Corporation**

Responsible for: Sales, accounting, files for companies dealing with goods.

-2015: Trainee: **CAPULINE Administrative Consulting & Translation Center**

Responsible for: translating personal documents, data entry, &organizing files

-2015-2016: Volunteer: **Civil Defense**

-2018: Internship: **Mini Gvette Restaurant as phone operator**

Responsible for: Answering phone calls and greeting customers, taking orders through the& following up on the delivery process of each order

LANGUAGES

-Fluent and competent in spoken and written Arabic and English

PERSONAL SUMMARY:

- *Exhibited good deal of Science & Computer
- *Well informed and enjoys a high level of interaction with others.
- *Very talented and highly creative employee/good listener.
- *Always updating my knowledge through day to day practice.

PERSONAL DATA

Name : **RAYAN HASSAN ITANI**
Date of Birth : 13/06/1996
Blood Group : B+
Nationality : **Lebanese**
Place of Birth : **Beirut-Lebanon**
Gender : **Female**
Social Status : **Single**
Address : Sakiet El Janzir -Adada Bldg.-6th Floor-Beirut
Phone Number : 0096171416682
Email Address : rayan.itani.1234@gmail.com