

Jana A. Murjan

Saida, Lebanon

Mobile: +961 71203279

Email: Murjanja@students.rhu.edu.lb

Objective

Seeking a job position in business management in your reputable organization. Where I can utilize my academic knowledge and gain experience within an institution by being part of an active team

Education

2015 – 2019	Rafik Hariri University	Mechref, Lebanon
	Graduate Business Management	
2001 - 2016	Rafic Hariri High School	Saida, Lebanon
	Lebanese Baccalaureate in humanities	

Related Courses

Introduction to management: Includes topics about decision making, strategic and operational planning, organizational structure, human resource management, leadership, and control techniques.

Organizational behavior: Develops the necessary skills and conceptual tools to understand and deal effectively with human behavior in organizations.

Human resource management: Provides the student with a basic functional understanding of current human resource management concepts and applications and developing small and large businesses.

Entrepreneurship: Helps students through detailed aspects of starting a business or purchasing an existing business, including the operational and financial aspects. Students prepare a business plan as part of their course work.

Strategic management: Covers the basic concepts of strategic management, corporate governance and social responsibility, environmental scanning and industry analysis, internal scanning and organizational analysis, and strategy formulation.

Related Course Projects

Fall 2018	International Business	Globalization
Spring 2019	Entrepreneurship	Business Plan
Spring 2019	Senior Project	Ethical Perception of Lebanese Employees

Work Experience

2019	Banque Du Liban	Saida, Lebanon
	Position: Internship	
2019 (Internship)	Jubaili Bros	Saida, Lebanon
	(Power Generators Manufacturing)	
	Position: Sales	
	Cash Box	
	Local Procurement	
2016 - Present	Eventos Perfectos	Saida, Lebanon
	Position: Event Planner for children	
	Duties: Organizing birthday events	
	Creating innovative activities	

Skills

- Excel in intercommunications and interactions
- Able to use computer-assisted resources; Word, Excel and PowerPoint
- Able to handle multiple tasks and work under pressure
- Able to work independently and in teams
- Good communication skills
- Good at organizing and simplifying complex materials
- Able to adapt easily with different work environments

Languages

Fluent in English and Arabic

Awards

2016 – 2019	Dean's Honor List	RHU
Fall 2016	President Honor List	

Interests

Dancing, working with children, organizing events

References

Available upon request