

# RANA EL KOZAH

Deir El Ahmar 6-6-1994  
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SEEKING A POSITION IN WHICH I CAN APPLY MY SKILLS TO ANALYZE AND MANAGE THE ISSUES OF THE COMPANY.

## EXPERIENCE

MARCH 2019 UNTIL SEPTEMBER 2019

**BEIRUT CIRCLE**

INDOOR SALES; TEAM LEADER

FEBRUARY 2017 UNTIL DECEMBER 2018

**SEVEN D PRODUCTION**

ACCOUNT MANAGER; OUTDOOR SALES

MARCH 2016 UNTIL JANUARY 2017

**LIBAN POST GEMMAYZE**

CUSTOMER SERVICE

NOV 2013 UNTIL FEBRUARY 2016

**BARDAWIL & CO CEM NAHR EL MOT**

ASSISTANT SALES MANAGER

INDOOR SALES

ACCOUNTING

AUGUST 2011 – SEPT 2013

**RETAIL GROUP, JDEIDEH, OFFICE NINE WEST CITY MALL, NAHR EL MOT**

CUSTOMER SERVICE

STOCK CONTROLLER

JANUARY 2011- JULY 2011

**JAP PRODUCTION**

## **EDUCATION**

**2014-2015**

**IPNET DEKWENEH**

**MANAGEMENT, COMMUNICATION AND ORGANIZATION (LT)**

**2013-2014**

**INSTITUTE OF CIT DORA, LEBANON**

**COMPLETED THE SECOND YEAR IN AUDITING (TS2)**

**2012-2013**

**EZA DE PARIS, JDEIDEH**

**ACCOUNTING, MANAGEMENT (TS1) GPA: 12.75**

**2010-2011-2012**

**ITSSCC (SAINT COEUR), BAUCHRIEH, JDEIDEH**

**1BT-2BT ACCOUNTING / 3BT ADMINISTRATION BUREAUTIQUE ET INFORMATIQUE.**

## **SKILLS**

- Microsoft Office outlook
- Excel
- Word
- PowerPoint,
- Acrobat
- easy access to the internet and basic skills in Photoshop

***REFERENCES ARE AVAILABLE UPON REQUEST***