

Curriculum Vitae

Hiba Nazih Al Jurdi



➤ Personal Information

- Father's Name: Nazih.
- Nationality : Lebanese.
- Date of Birth : 8-July-1987.
- Place of Birth : Aley-Mount Lebanon.
- Civil Status : Single.
- Home Address: AlMolok Building, Piscine Str. Aley, Lebanon.
- Mobile : 03 159282
- Tel : 05 557077
- E-Mail : hibaj_87@hotmail.com hibaj87@gmail.com

➤ Educational Background

- Secondary Education(2006): Aley Cultural Secondary School
Baccalaureate-Part II (Sociology and Economics)
- University Education(2007-2011): B.S Banking and Finance, Beirut Arab University , Beirut, Lebanon

➤ Objective

- To expand my career plan by fulfilling a challenging position, specifically, in a customer service, retail, or an accounting position, inside a well-established company where I can enhance my knowledge and expertise.

Summery

- Highly-motivated, dedicated, and ambitious.
- Successful in establishing an exceptional relation with individuals on all levels.
- Well-built time management skills with attention to detail.
- Possessor of strong ability to work under pressure.

- Very good knowledge of Microsoft Office and Windows-based computer applications.
- Great customer service (Attached awards)

➤ **Professional Experience**

- August 2010: Training at Bank Med (Aley Branch).
- March 2013 - Jan2016: Cashier at Doculand S.A.R.L.
- Feb2016-August2019: Supervisor at Doculand S.A.R.L.

➤ **Languages**

Language	Spoken	Written
Arabic	Fluent	Fluent
English	Fluent	Fluent
French	Good	Good

➤ **Computer knowledge**

MS Office (Word, Access, Excel, Outlook, Power Point), advanced internet research.

➤ **References**

Upon request.