



Maria Rajha

BUSINESS AND MANAGEMENT

EXECUTIVE PROFILE

I am an ambitious hardworking business woman, with a passion for learning and developing my skills. I am looking for a full-time position in a dynamic company.

KEY ABILITIES

- Critical thinking and creative problem solving
- Communication and presentation skills
- Time management
- Teamwork and leadership

IT/SOFTWARE SKILLS

- Microsoft Office such as Word, Power Point, Excel and Access
- HTML

CONTACT INFORMATION

Mobile Phone: (961) 70 137 480

Landline: (961) 01 690 520

Email Address: maria_rajha@hotmail.co.uk

Home Address: Dekwaneh, slaf street, Mount Lebanon District

LANGUAGES

- Fluent in Arabic, French and English
- Limited Working Proficiency in Italian and Turkish

VOLUNTEER WORK

TEAM MEMBER AT LIFEBOX - NGO

- Aiding the team in raising donations for the elderly and families in need in Lebanon.
(Instagram Handle: @lifebox17)

PREVIOUS WORK

ASSISTANT ACCOUNTANT

Cappello Restaurant S.A.L | September 2017 - July 2018

- Preparing financial records and reports
- Reconciling bank statements
- Carrying out office administrative tasks and maintaining documents and records to ensure all files are kept up to date

INTERN IN CUSTOMER RELATION MANAGEMENT

Hyundai Century Motor | August 2019

- Responsible for collecting data regarding the customers' satisfaction by calling current owners and recent buyers to get their feedback.
- This Data was then compiled, studied and then presented using Power Point

SUMMER INTERN AT BANK AUDI

Bank Audi S.A.L | June 2019 - July 2019

- Shadowing a Customer Service Agent which led me to learn the process of opening a bank account, applying for a credit card or a loan etc.
- Shadowing a Teller Agent which led me to learn how to write, cash and to transfer a check into a certain bank account. Also, I witnessed the loans and tuition fees payments and other kinds of transactions such as currency exchange.

EDUCATION HISTORY

NOTRE DAME DU MONT CARMEL-FANAR, LEBANON

Lebanese Baccalaureate in Economic Sciences (French)

Completed from September 2002 till June 2017 (A total of 15 years)

SAINT-JOSEPH UNIVERSITY, CSS-MONOT HUVELIN, LEBANON

Bachelor's Degree in Business and Management

Completed from September 2017 till June 2020 (A total of 3 years)