

# Toufic Machaka

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## OBJECTIVE

Confident and trustworthy, looking for a job as a bachelor of business administration graduate, and a chance to work with people of quality

## EXPERIENCE

- Completed an internship in the product department at Century Motor Company S.A.L during July and august 2019
- Completed INJAZ innovation camp (March 2018)

## EDUCATION

### **University of Saint Joseph (USJ) – Beirut**

Bachelor of Business Administration

- 2017 – 2020

### **Lycée Franco-Libanais Verdun – Beirut**

French Baccalaureate, Scientific Series

- Graduation date: June 2017

## SKILLS AND ABILITIES

- ◆ Loyalty
- ◆ Strong planning skills, self-motivated and organized
- ◆ Problem solving
- ◆ Creativity
- ◆ Speak 3 languages (Arabic, French, English)
- ◆ Confidentiality
- ◆ Persuasion
- ◆ Ability to work and communicate effectively
- ◆ Fast learner
- ◆ Decision making
- ◆ Ability to work effectively and professionally under pressure
- ◆ Good in accounting and financial matters
- ◆ Proficient in Microsoft Office
- ◆ Listening and verbal communication

## HOBBIES

- ◆ Music (self-taught guitar playing)

## REFERENCES

Mr. Elie Hanna

Deputy General Manager

Century Motor Co. Zalka

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