

# Ghida Agha

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## Objective

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Seeking employment in your dynamic organization where I can use my knowledge and gain experience

## Education

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Sept 2016-May 2019	<b>Rafic Hariri University</b> Business Management Graduate	<b>Mechref, Lebanon</b>
2000-2015	<b>Le Lycée National</b> Lebanese Baccalaureate in Sociology and Economics	<b>Bchamoun, Lebanon</b>

## Internship

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Jan 3,2020 —Oct 8,2020	<b>Allianz Sna</b> Consultant Accountable for studying the client's needs and providing a suitable insurance plan. Daily tasks including follow ups on existing customers and contacting potential customers.
April 22,2020—May 22,2020	<b>Nabad Association For Development (NGO)</b> Experience in collecting data by interacting with people and entering them on excel file.
Sep 15,2019 — Oct 15,2019	<b>Les Presentables</b> Experience in Sales and logistics Responsible for scheduling and performing meetings with clients that are interested in marketing their products. Responsible for the sales representatives logistics management.
May 23, 2019 – June 28,2019	<b>Audi Bank</b> Experience as an intern Teller and Customer Service. Teller: cash deposit, cash withdrawal, closing account, Account to Account Transfer, Debit and Credit card transfer,...etc. Customer Service: opening account, types of accounts, loans,...etc.

## Skills

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- Able to use Microsoft Office: Word, Excel, PowerPoint
- Able to think creatively and generate original ideas
- Friendly and team oriented with a pleasant personality and good communication skills

- Able to work effectively under pressure and meet tight deadlines
- Dynamic, self-motivated, and hard worker
- Fast learner
- Highly organized

## **Languages**

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Fluent in Arabic and English

## **Interests**

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Playing basketball and swimming

## **References**

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Available upon request