

**OBJECTIVE:**

Seeking a challenging position with a successful organization, position in business administration, preferably in HR or digital marketing where my hard work allows me to use my skills, prove my self-gain, develop good experience and achieve the goals of the organization in order to create mutual benefits.

**PERSONAL INFORMATION:**

Nationality: Lebanese.

Marital Status: Single

Place & Date of Birth: 22/8/1995 Baalechmay

Place of residence: Aley

Contact number: 71358397

**PERSONAL EXPERIENCE:**

*1 year*

**Visa consultant/reservation agent**

Responsibilities:

- Visa consulting
- Apply for visa and follow up
- Handling VIP accounts
- Maintain good relationship with suppliers and clients alike
- Handling reports, accounts, database contacts etc
- Bulk email advertising

*1 year*

**Sales agent**

Responsibilities:

- Ensure great customer service
- Follow up on purchases
- Supervising sales staff

*2 years*

**Receptionist/Secretary at a clinic**

**Effat Jaber**

**effatjaber1@gmail.com**

**EDUCATION:**

MBA in business administration (management)

Lebanese university – Hadath

BA in business administration (management)

Lebanese university – Aley

High school at maroun abboud - Aley

**INTERNSHIPS AND CERTIFICATES:**

Internship at FNB bank

Holds a certificate in social media management and digital marketing in practice

Holds a certificate in HR analytics (Building a Hiring Plan by Analyzing Past Data in Sheets, hiring and onboarding employees using Clickup)

Holds a certificate in creating a budget with Google sheet.

Holds a certificate in SEO (introduction, fundamentals, SEO)

Holds a certificate in Business Analysis & Process Management

Holds a TOEFL certificate for English language proficiency

Holds a Korean language (beginner) certificate

**LANGUAGES:**

Arabic | English (reading, writing and speaking)

Korean (basic/beginner)

**COMPUTER SKILLS:**

MS: Windows, Word, Excel, PowerPoint, outlook.

Photoshop (beginner)