



saratermos11@gmail.com



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Hadath, Beirut, Lebanon

SKILLS

Analytical skills

Communication Skills

Technological skills(Microsoft: Excel/word/Powerpoint)

Time management

Administrative support skills

Event planning

Negotiations skills

LANGUAGES

English
Full Professional Proficiency

French
Professional Working Proficiency

Arabic
Full Professional Proficiency

INTERESTS

Reading and Learning

Sports

Traveling

Sarah Termos

Hard worker, team player, ambitious and dedicated. Seeking for a further experience in a reputable company where I can use my skills and business studies Background for the success of the organization as well as to expand my learnings, Knowledge and Skills.

EDUCATION

Study Program Lebanese University

09/2015 - 09/2018

Honored in 2018

- Bachelor Degree in Economic Sciences

Bac II Lycée des arts

09/2001 - 08/2015

Beirut

- Economics

WORK EXPERIENCE

Operations specialist Medispharm Drugstore

12/2019 - 04/2019

Beirut

- Daily Operations duties
- Basic accounting duties
- Customer Service
- Daily/monthly/yearly Financial Reports
- Sales Reports
- Management Duties (filing/organizing ..)

Operation Manager Al Inmaa Group

12/2017 - 01/2019

Beirut/ airport road

- Managing Operations
- Reporting to CEO
- Financial Reports
- Customer Service

TRAININGS

Pro Training Center (08/2019 - 09/2019)

Underwent 30+ hours accounting workshop that included computer application (lebanese accounting law- Income Tax Law- VAT Law-basic Data entry etc..)

CERTIFICATES

CMA (07/2019 - Present)

Eon Institute