

YARA ABI KHALIL

PROFILE

Hard-working person with proven personal skills, minute attention to detail and work well with others. I am organized, responsible, ambitious and know how to approach others.

CONTACT

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yaraabikhalil@hotmail.com

HOBBIES

Reading
Basketball
Hiking, Snowshoeing and Paragliding
Creating Videos

EXTRA CURRICULAR ACTIVITIES

2008-present: knight (fersen)
2018-present: Delegate of the youth
2018-present: Oratorio Don Bosco
2014: First Aid Basic Formation
2018: YMCA Lebanon Empowering Youth Formation on Camps
2020: USJ en Mission – Opération 7^{ème} Jour.

WORK EXPERIENCE

Customer Service Representative (Volunteering)

October 2020-November 2020
Laboratoire Inovie, Hazmieh-Lebanon
Filing customer's requests, data entry, managing cash, labeling and managing the test procedure.

Accounting Assistant

July 2020-August 2020
SteriTech LBN, Saida-Lebanon.
Assisting implementation of new accounting software, communicating with clients, data entry, filing, managing petty cash, controlling credit and chasing debt, price quotation and invoices, purchase order and filing complaints (ISO).

Human Resources Internship

June 2019-August 2020
Hôtel Dieu de France, boulevard Alfred Naccache, Lebanon.
Administrative Department: Filing and data entry
Payroll Department: Entering annual, holiday, sickness, recoverable and exceptional leaves on the system.
Recruitment Department: Assisting recruitment and exit interviews, scanning necessary documents of recruits and resigns, evaluation of the employees.

Organizational Manager

August 2016–August 2019
Organized four camps.

Private Tutor

September 2016–June 2018
Tutor for elementary and secondary students.

EDUCATION

Saint Joseph University-ASHRAFIEH

September 2017 – June 2020
Bachelor's Degree in Business & Management.

Antonin Fathers School-BAABDA

– June 2017
Baccalaureate in Sociology & Economy.

SKILLS

Microsoft Office: Word, Excel, PowerPoint and Access
Personal Communication Skills
Conflict Resolution
Facebook Page Creator & Administrator

LANGUAGES

Arabic Mother Language
French Fluently Read Written & Spoken
English Fluently Read Written & Spoken
Spanish Beginner