

## Curriculum Vitae

### Inoma Owaini, Bachelor of Business Administration

#### Personal Information

Name: Inoma Owaini  
Date of Birth: August 19, 1998  
Marital Status: Single

#### Contact Information

Address: Souk El Ghareb, Aley, Lebanon  
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#### Objective

Seeking a job where I can show my skills, potentials, punctuality, leadership skills, positive attitude, and healthy interaction with people. I believe that my strengths lie in my communicative abilities, team-building skills and taking initiative.

#### Educational History

June 2016 Baccalaureate degree, Socio-Economic studies, Lebanon Evangelical School for Boys and Girls- Louaize  
June 2020 Bachelor's degree in Business Administration, Haigazian University

#### Work Experience

June 2018- August 2018: Assistant Manager at Mama Chef cafe.  
June 2018- August 2018: Assistant Operation Manager at RST-Tabanji Owaini and Co.  
September 2019- June 2020: Assistant supervisor in the Student Life Office at Haigazian University  
January 2019- present: Assistant General Manager at RST- services.

### **Achievements**

- May 2017:* Been given the "Most Promising" certificate granted by Haigazian University's student life office
- April 2018, April 2019:* Been given the "Devoted Student" certificate granted by Haigazian University's student life office for being socially active on campus
- September 2018-June 2020:* Chairperson of Haigazian University's dance club and social activities club

### **Languages**

Excellent command of spoken and written English and Arabic

Slight Command of spoken and written French.

### **Software operating skills**

Excellent operating skills of Microsoft Office (Word, Excel, PowerPoint)

Good operating skills for the Statistical Package of Social Sciences (SPSS).

Fair operating skills of Microsoft Office Access.