

Maria El Hajjar

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• Mansourieh, Lebanon

• Lebanese

PROFESSIONAL EXPERIENCE

After school tutoring

December 2020- now

Assistant manager

December 2020- march 2021

Hajjar Travel Agency

Zahleh, Lebanon

- Provided sales reports for the manager
- Monitored staff performance
- Helped customers find the best flights

Sales manager

September 2020- November 2020

Peach and Powder store

Sin El Fil, Lebanon

- Managed stock level
- Prepared orders and handed them to the delivery company
- Provided customer feedback to the store manager
- Daily recording of business sales and transactions

Intern

July 2019

Crédit Libanais

Zahleh, Lebanon

- Attended the procedure of account opening
- Delivered debit and credit cards to customers
- Assisted in calculating loans for clients
- Submitted an internship report to the manager

Intern

June 2019

Bank of Beirut

Chtaura, Lebanon

- Familiarized with each department
- Observed teller operations and transactions
- Canceled cards for clients

CERTIFICATES/PROFESSIONAL TRAININGS

- **TOURISMx: Tourism and Travel management**
The University of Queensland , December 2020
- **4-day Citizenship Summer School “ To Move Or Not To Move?”**
Université Saint Joseph de Beyrouth And FNF Lebanon and Syria

EDUCATION

Bachelor in Business administration and management

2020

Université Saint-Joseph de Beyrouth, FGM

Zahleh, Lebanon

Lebanese Baccalaureate In Sociology & Economy

2017

Collège des Sœurs des Saints-cœurs

Zahleh, Lebanon

VOLUNTEERING

Volunteered after Beirut Explosion

August 2020

Opération O7 Université Saint-Joseph de Beyrouth

SKILLS

Languages: Arabic (native); English (fluent); French (fluent); Spanish (beginner)

Computer Skills: Proficient in Microsoft (Access, Excel, PowerPoint, Word), Intermediate in Galileo and World Span System

References are available upon request

Last Updated March 2021