

# TAYANA

## ABOU DARWICH

Beirut, Lebanon 🏠

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Tayana Aboudarwich 🌐



### OBJECTIVE

Extremely motivated person and a fresh graduate seeking a position at a business related firm to expand my learning, knowledge and skills in finance, accounting or any business field.



### EDUCATION

#### **Bachelor Degree in Banking & Finance | Lebanese International University**

2017 – 2021

Cumulative GPA: 3.70/4.00

Learned general information about business, specifically finance.

#### **High School | National Evangelical Institute for Girls and Boys**

2014 – 2017



### EXPERIENCE

#### **Summer Internship | Credit Bank**

24/08/2020 – 25/09/2020

- Processing payments, deposits and transactions
- Managing client's bank accounts, including closing and opening accounts and overseeing accounts
- Recommending and explaining banking services to clients based on their needs

#### **Summer Internship | East for Accounting & Auditing**

01/09/2019 – 30/09/2019

- Calculating and recording invoices

#### **Salesperson | Houla Jewelry**

01/06/2017 – 30/08/2017

- Helps customers find items in the store
- Check for stocks at other branches or order requested stocks for customers
- Provide customers with information about the items
- Ring up purchases
- Operate a cash register



### SKILLS

- Microsoft office
- Customer service
- Team Work & Work under pressure and time Management
- English – Fluent
- Arabic – Native