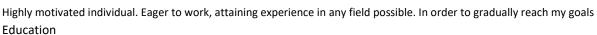
Mouran Chamoun Fatka, Rue 215

Phone: +96176858951

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2019 – Current
International Business Management
Notre Dame University – Louaize- Zouk Mosbeh

2004-2019
Lebanese Baccalaureate in Socio Economics

Employment History

July 2019 -

March 2020 Shelter Administrative, Adma

Customer Service Cashier- Administration (Full time job)

Responsibilities:

- Helped customers complete purchases locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Reviewed and resolved differences between accounting information and cash drawer.
- Reviewed weekly sales circulars and monitored price changes

September2020 -

Kamel Press, Ghazir

December 2020

Customer Service Cashier-Administration (Part time job)

Responsibilities:

- Counted cash in register drawer at beginning and end of shift.
- Collecting payments, inventory management and handling customer complaints.

January 2021-Current

Freelancer

- Small investments in the Lebanese market
- handling high amounts of money
- Experience with cheques and banking details
- Opened a stock market trading account and purchasing stocks on companies

Accomplishments

- Futsal Player at NDU, Captain at Fatka Futsal Club
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Won 2nd place in the 24th Annual Fair at American University of Beirut
- Attended in many marathons and football tournaments across Lebanon

Interests

Community service	Outdoor a	Outdoor activities Team or individual sports	
Exercising and health	care Team or i		
Languages			
Arabic (Native) References	English (Fluent)	French (Basic)	
Mr. George Antoun	Global Developer LB owner G.	antounlh@gmail.com	
Mr. Farid Mawad	Management Faridmawad@gmail.com		
Mr. Samer Kamel	Kamel Press owner Samer5k@hotmail.com		