

# Rouba Bechara Maarawi

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**Date of birth:** 25/09/2001

## Education

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2019-Present: **Accounting and auditing student**  
Lebanese University- Ashrafieh  
2019 **Lebanese Baccalaureate in SE**  
College des Soeurs des Saints Coeurs-Kfarhabab, Ghazir

## Work Experience

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### Private tutor (2017-present)

- Providing private lesson to elementary, complementary and high school students in the following subjects: Economy, Sociology, Math, French, English and Arabic.
- Identifying students' individual learning needs

### Georges Accad Bureau de comptabilité (April 2021-June 2021)

- Learned to work on PIMS program
- Mastered my performance in journal voucher
- Strengthened my ability to accomplish a bank and supplier reconciliation
- Immediately communicating issues to the team leader

## Skills and strengths

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### Managerial and organizational skills

- Efficient time management
- Punctuality
- Team work

- Leadership
- Public speaking
- Communication and negotiation skills

### **Computer skills**

- Microsoft Office (Word,Excel,PowerPoint)
- HTML

### **Languages**

- Arabic- native
- French-advanced
- English-advanced

### **Extracurricular activities**

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2012-Present      Responsible in the MARIAL APOSTOLIC MOVEMENT

2016-2019        Member in social committee (SSCC Kfarhbab)