

# RITA TOUMA

[www.linkedin.com/in/rita-touma](http://www.linkedin.com/in/rita-touma)

## PERSONAL INFORMATION

- Number: +974 74463060 /+961 71056191
- Address: Beirut, Lebanon
- Date and place of birth:  
September 24, 2000 Doha-Qatar
- QID. 30042200046

## SKILLS

- Languages: Arabic native language. Fluent in English and French. Italian.
- Microsoft office including: Word, Power Point, and Excel.
- I am able to handle multiple tasks on a daily basis.
- I am always energetic and eager to learn new skills.

## ACTIVITIES

- Scouts Du Liban-NDA
- Social Media
- Basketball
- Reading
- Piano
- Music

## WORK EXPERIENCE

ARAB PRINTING PRESS S.A.L INTERN,  
ACCOUNTING AND MARKETING DEPARTMENT  
(JULY 1-AUGUST 31 2019)

- FILING
- QUOTATIONS
- DATA FILING

VOLUNTEER AT MMKN (SEPTEMBER-DECEMBER  
2021)

- COORDINATOR

## PREVIOUS EDUCATION

- August 2018- December 2021

Bachelor Degree in Business, Accounting and  
Marketing (LAU)

- 2012-2018

Economic Science Diploma (College du Mont  
Carmel-Fanar)

- 2003-2012

Primary and Complimentary Classes (Lebanese  
School of Qatar)

## ACHIEVEMENTS

- Maharat min Google Certificate-2020
- Certificate in Inbound Marketing-2020
- Tutoring
- Scholastic Assessment Test (SAT)
- CITI Program Course: IRB Exempt Research