

KOSSEIFI CHARBEL

Profile

Soon to be graduated from the Conservatoire National des Arts et de Métiers (CNAM) and passionate about devoting all my time to my professional career, I am looking to take a big step at this stage of my life. Patient, dynamic and very friendly, I intend to use my skills to support your company.

CONTACT

Mobile:
81 – 23 28 56

EMAIL:
ckosseifi902@gmail.com

Languages

- Arabic
- French (DELFI Level B2)
- English

EDUCATIONS

Conservatoire National des Arts et des Métiers (CNAM)
2021 – 2022
Bac+3 Bachelor degree in Finance and Economics

Conservatoire National des Arts et des Métiers (CNAM)
2019 – 2021
Bac+2 Accountant Assistant

Public School - Jbeil
2018
Lebanese baccalaureate in Science and Life

EXPERIENCES

Purple Digits – Assistant Informatique
2020–2022

As an IT assistant, I was responsible for organizing and managing online courses, guiding and helping teachers and students, preparing and correcting online exams.

Conservatoire National des Arts et des Métiers (CNAM)
- Administrative Assistant
2019-2020

Administrative assistant at the CNAM my main tasks were the orientation and help of students, new and old, to complete their registration file, to pay their invoices, to classify the documents according to their types and functions and managed the electronic mailbox.

SKILLS

- Team worker
- Organized
- Autonomous
- Versatile
- Adaptability
- Creative
- Microsoft Office 360