

# Cynthia Habchi

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## Objective

I seek to obtain an internship in the department of assurance line of service as an accountant to utilize my skills in project management, quality assurance, team management. As an 88/100 GPA banking and finance third year student with experience between Lebanon and Cyprus, I developed interpersonal, analytical, problem-solving and communication skills

## Education:

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2022-2023	CFA INSTITUTE Studying for the CFA level 1
2020 – Present	BS in Business Finance, USEK, Lebanon (Expected graduation: Spring 2022)
2004 – 2019	Lebanese Baccalaureate, GS section, Collège Notre Dame des Sœurs Maronites de la Sainte Famille, Lebanon

## Experience:

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September 2021 – January 2022	Portemilio Hotel & Resort Reservations & sales agent Duties and Responsibilities: <ul style="list-style-type: none"><li>• Handled hundreds of reservations over the phone or online for fady raidy show.</li><li>• Responsible of the refund approval and procedures using the PMS website.</li><li>• Led a team of 3 reservations agents and was responsible for training them</li><li>• Found a solution to every problem occurring after discussing it with the manager.</li><li>• Took full responsibility of the social media account and the engagement with the clients.</li></ul>
September - November 2020	Account Manager Finq.com Larnaca, Cyprus Duties and Responsibilities: <ul style="list-style-type: none"><li>• Guided potential customers on the platform and taught them how to trade</li><li>• Realized over 50 deals with potential customers within 2 months</li></ul>

- Informed the clients about the various opportunities that may be available in the stock market.

June - September 2019	Assistant Manager AES engineering office, Kaslik, Lebanon
June - September 2017	Saleswoman and Cashier The Lobby Mall, Le Royal, Dbayeh
October 2017 – June 2017	Private Tutoring (All subjects)

### **Extra-Curricular Activities:**

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Guide du Liban, Volunteering- Civic engagement course at USEK

### **Office Skills:**

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Microsoft Office Tools (PowerPoint, Word, Excel)  
PMS, CRM

### **Languages:**

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Arabic: Native  
English: Fluent  
French: Fluent

### **Skills:**

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Interpersonal Skills  
Problem-Solving  
Fast Learning  
Hard Working  
Social Media  
Creativity