

# CHRISTELLE SALIBA



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Fayez SHAOUL street Sinn el fil-Mount-Lebanon

## SKILLS

Arabic language

French language

English language

Italian language

Obtained DELF level B2 examination of the CFR

Computer skills in Microsoft packages (excel, word, html, powerpoint)

Using teams and zoom

## INTERESTS

Singing

Drawing

sports (tennis, table tennis, swimming, gym...)

## OBJECTIVE

Has achieved remarkable good professional relationships with work colleagues as well as clients, using my own approach of excellent written and verbal communication skills. My superiors also recognize being flexible and well organized. Currently looking for a part time job to enable me practice my degree in General Business, to build my own experience in this field, especially that i'm having a master degree in finance.

## EXPERIENCE

### Pharmacy 2018 -

Sales at a pharmacy

Cashier manager

Contact with clients and providers of medicine

Organizing and selling medicine

### I-stay 17 june 2021 -

Administrative assistant

Organizing monthly expenses of the company

Taking attendance

Filing all employee's personal information and contracts

Coordinating with the auditor

Printing and scanning documents

Purchasing all office supplies

Paying bills

Responsible of petty cash

Answering calls

Welcoming clients

Helping CEO in distributing salaries

## EDUCATION

### Sagesse university 2020

License in general business

Minor courses: credit analysis-money and banking-

principles of HR management-comptabilité

internationale-marketing services

### Daughters of charity school-Achrafieh 2017

Lebanese baccalaureate in life science

### American center -Sinn el fil 2018

English courses