Alice
Raad

DATE OF BIRTH:
17/05/1995

CONTACT

Nationality: Lebanese

Gender: Female

📍 Beirut, Lebanon

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ABOUT ME

Highly-motivated, flexible, and adaptable individual along with exceptional multitasking and organizational skills. Able to exhibit confidentiality, description tact, diplomacy and professionalism when dealing with directors or senior managers. Seeking a challenging and rewarding career opportunity with a reputed organization in order to apply my acquired knowledge and develop my skills and abilities to the best and prove my worth

EDUCATION AND TRAINING

2019 – 2020 – Mousaitbeh, Beirut, Lebanon

Masters In Computer and Communication Engineering

Lebanese International University

2014 – 2018 – Mousaitbeh, Beirut, Lebanon

Bachelor In Computer and Communication Engineering

Lebanese International University

2014 – Beirut, Lebanon

Lebanese Official Bac II - Life Science

WORK EXPERIENCE

17/01/2019 – 21/05/2019 – Beirut, Lebanon

Assistant Manager

Big Star

- Delegating tasks to staff
- Following up with staff on floor
- Ensuring customer service
- Preparing reports
- Reporting issues to management
- Resolving customer complaints by investigating problems
- Managing schedule to ensure staff coverage

05/02/2016 – 26/12/2018 – Beirut, Lebanon

Senior Sales Representative

Landmark Group

- Delegating tasks to staff
- Following up with staff on floor
- Ensuring customer service
- Preparing reports
- Reporting issues to manager

Real estate activities

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

English

Listening	Reading	Spoken production	Spoken interaction	Writing
C2	**C2**	**C1**	**C1**	**C2**

DIGITAL SKILLS

Microsoft Office | Java Programming language | PHP, SQL (basic level) | Windows,
Linux (Ubuntu), and Mobile Application Development. | Web Development: HTML 5,
CSS, JavaScript | Basic knowledge of software development in Python programming
language. | CCNA 1 - Introduction to Networks | Basic AutoCad | Android Development
Tools (ADT), Android SDK tools, Android Platform | MIPS Assembly | FPGA - VHDL | HTM
L CSS3 Javascript | Web Scarpping | HTML, CSS, Javascript, JQuery | Web Development
HTML 5 CSS JavaScript

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