

# CYNTHIA FARES FADEL

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Address: Araya Al Chouhada Street, Lebanon

## OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## PERSONAL DATA

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- Nationality: Lebanese
- Date of birth: 13<sup>th</sup> June 1999
- Marital status: Single

## EDUCATION

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- ✓ Student at Notre Dame de la Délivrande – Araya (2009-2016).
- ✓ E.T.S.T.C – Dekweneh.
  - Specialization: Education
- ✓ Human Resources at AOU – Arab Open University – Beirut

## WORK EXPERIENCE

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### **From November 2023 till present.**

Client Advisor at Rolex Boutique.

### **From June 2022 till October 2023**

Personal Assistant, Corporate Customer Service and Team Leader at Servcorp Company.

### **From May 2021 till December 2021**

Administrative Assistant at USJ – Saint Joseph University of Beirut.

### **From April 2020 till May 2021**

Assistant Supervisor and Customer Service at Metro Market – Baabda.

### **From January 2019 till February 2020**

Operator and dispatcher at Chaccour Chicken – Baabda.

## **LANGUAGES**

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Arabic (reading, writing and speaking: very well)

English & French (reading, writing and speaking: well)

## **COMPUTER SKILLS**

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ERP Microsoft Dynamics Navision.

Excel, Power Point, Word.

WorkSmart System

## **INTERESTS**

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Gymnastics, Football, Badminton.

## **SUMMARY OF QUALIFICATIONS**

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Known for organizing and participating in activities designed to improve customer satisfaction and business performance.

## **GOALS ACCOMPLISHED**

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Run a marathon: 2014-2015 (10Km)/2015-2016 (5Km) Scout Notre

Dame de la Délivrande: 2 years.

First place in racing in my school N.D.D (Twice).

Second place in pushups in my school N.D.D.

Camping trip with the scouts. الحركة الرسولية المريمية

Summer Camp (2019-2020). Summer Camp  
(2016-2017).