



NORMA TOUFFAHA

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☎ 00961 76 086015

🎂 September 8, 1997

🏠 Choueifat

PROFILE

To be able to acquire a job which gives me the opportunity to apply my knowledge, skills, talents, and competencies and be of service to others. A job that gives self-worth enhances the meaning of life and provides an arena for career development and advancement.

STRENGTHS

- Attention to details
- Change and Adaptability
- Communication Skills
- Customer Focus
- Teamwork
- Critical thinking: decision making and problem-solving skills.
- Planning and organizing
- Ability to work under pressure and prefixed time rates

Norma Touffaha

EDUCATION

MATN University College of Technology	Beirut, Lebanon
BS in Computer Science	Graduated
Kfarchima Official Secondary School	Kfarchima, Lebanon
Life Sciences	2012-2015

WORK

Izzat daouk & sons	Choueifat, Lebanon
Data entry & receiving	2022- present
Mando's Doner & Tonino	Khaldeh, Lebanon
Manager	2021-2022
Munchease Diner	Khaldeh, Lebanon
Waitress & Cashier	2019-2020
Harkous Chicken	Khaldeh, Lebanon
Cashier	2016-2019

SKILLS

- ✓ Advanced Microsoft skills (Excel, Word, PowerPoint..)

LANGUAGES

- ✓ Arabic (Fluent written and spoken)
- ✓ English (Fluent written and spoken)
- ✓ French (Fluent written and spoken)

REFERENCES

Available Upon Request