

Zeina Zakaria Takkoush

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Hamra, Labban Street, Beirut, Lebanon

Objective:

- To work in a well reputed company where I can develop my accounting skills and widen my experience

Personal Information:

- Nationality: Lebanese
- Date of Birth: December 28, 1998
- Marital Status: Single

Education:

- Master of Business Administration in Accounting, 2021-2022
Beirut Arab University, Beirut- Lebanon
- Bachelor in Business Administration, Emphasis Accounting, 2016-2019
Beirut Arab University, Beirut- Lebanon

Training & Experience:

- January 2022 to Present: Family Business (Takkoush Flowers)
- September 2021 to December 2021: ASACERT sal
Executive Secretary
- October 2020 to November 2020: Professional Accounting Training Center (PATC)
Data Entry Training
- February 2020 to May 2020: Cashier at Souk El Kheir Market
- August 2018: Nawaya Network / UNICEF
Design thinking and business development training GIL program
- July 2018: Bank Med
One-month training
Customer Service, Teller, and Operation Support
- 2018 to 2021: Tutoring Math and Science for grade 3 and 4 school students

Skills & Interests:

- Computer Skills: Microsoft Office, Email, Web (IC3 Certificate)
- Languages: Fluent in Arabic & English
- Technical Skills: Ability to work in a team

Communication skills
Punctual
Ability to meet deadlines
Social Activities

➤ Interests:

References:

➤ Available upon request