

Curriculum Vitae

Jihad Metlej

Mobile : +96171115474

Email : jihad.metlej_68@hotmail.com

Tripoli – Abu samra –Al Bayan Street – Soboh beka complex.

Personal details:

Name: Jihad Khaled Metlej Nationality:

Lebanese.

Date of Birth: August 20, 1968.

Marital status: Married.

Language: Arabic, English & French .

Career objective:

Ambitious to develop my skills, and always looking forward to improve my conditions on both personal and professional levels.

Academic Qualifications:

Administrative information TS degree in 1993.

Studying two years of law 1989- 1990.

Scientific Certificate: Math-Elem. In 1988.

Experiences:

Actual Work (Teaching with 8 years of experience) :

- Computer teacher in the technical institute of Tripoli(BT):

Director: Rabih Braydi

Courses: Computer technology for baccalauréat level : Windows – Words – Excel – power points.....

- Computer teacher in the technical institute of Deir Ammar(BT):

Director: Houssam Eid

Courses: Computer technology for baccalauréat level : Windows – Words – Excel – power points.....

June 1993- May 2016:

- Administrative & Accounting manager of “Attakwa “magazine. -
Computer teacher in the technical institute of Tripoli:
Director: Rabih Braydi
Courses: Computer technology for baccalauréat level : Windows –
Words – Excel – power points.....

June 1993- December 2013:

- Part time administrative & accounting manager of “Al ighayha”
orphan’s foundation (300 orphans).

June 1993- December 2007:

- Part time administrative manager of “Al ighatha “ dispensary.

Computers skills:

Ms Office (Words – Excel – power points – outlook.....) – Photoshop –
Quark – Abjad – Indesign – Corel draw- internet skills (Ms Teams –
zoom)

Hobbies:

Swimming, Football, Basketball, Walking...