

Tala Abdallah

Business Administration

CAREER OBJECTIVE

To work in a position that helps me improve my skills and as an active employee, involving responsibility and working with customers to achieve their expectations and desire.

CONTACT

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EDUCATION

Bachelor's in Business Administration

Antonine University-Baabda
2018-2021

Economic& Sociology

Lycee des arts
2017-2018

SOFT SKILLS

Works under pressure
Strong and verbal communication skills
Flexible to work in all conditions
Problem analysis and solving skills

COMPUTER SKILLS

Email Microsoft
Word
Excel
PowerPoint

LANGUAGES

Arabic (native)
English (fluent)

**REFERENCES AVAILABLE UPON
REQUEST**

WORK EXPERIENCE

Content Creator & Project Manager FAYATS I Gemmayze

January 2021-Present

- Managing websites and creating content from A to z
- Managing and organizing social media for clients to increase traffic and sales (instagram,facebook,snaphat,linkedin, tiktok)
- Creating content for social media
- Managing team made up of video editors, graphic designers and web developers
- Team leading and following up with other teams

Administrative Intern

August 2021-January 2021

Makhzoumi Foundation I Cournish al Mazraa

- Contribute to the program's growth by increasing awareness on various social media platforms.
- Assist in the implementation of strategies for increasing followers on popular social media platforms such as Instagram, LinkedIn, and TikTok.
- Create content to promote blogs, events, and completed projects in conformity with the monthly calendar.
- Screening potential employees' resumes and application forms to find suitable candidates to fill company job vacancies.
- Organizing and interviewing candidates who have been chosen.

Accounting and Auditing Intern

August 2020

Akil office I Airport Road

- Data entry
- Purchasing and selling invoices
- Bank commissions
- Salaries and wages

Customer Service

June 2018- December 2020

Omt & Western Union Service Agency I Sfeir

- International and local money transfer
- Payment and governmental services
- Park meter payments
- Mechanic fees
- Speed tickets payments

TRAININGS AND WORKSHOPS

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| • Full digital marketing A-Z practical training course | June 2022
Aug 2022 |
| • Work Ready Now course completion certificate | June 2021 |
| • Time management of participation/training | May 2021 |
| • Maharat min Google training completion certificate | December 2020 |
| • OMT & Western Union Services Workshop | June 2019 |

VOLUNTEERING

- Makhzoumi - October 18, 2021
- Beirut Nazifa - October 9, 2021