

# Narin Kasparian

BEIRUT-LEBANON | 961 71 57 42 61 |

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## General Skills:

### **Personal characteristics:**

- Good communicator & negotiator

### **Management skills:**

- Prioritize and organize tasks to ensure efficiency
- Flexible & responsible, with the ability of management

### **Technical skills:**

- Microsoft Office Suite: Excel, Power point, Word, Outlook, POS, Social Media Platforms
- Database & python

## Work Experience:

2020-2022 (Currently working)

- **Private Tutoring:**

- Responsible for students of elementary and secondary classes
- Tutored one to one full agenda lesson

12/7/2021 - 12/8/2021

- **Vie plus Insurance consultancy**
- **Internship**

- Worked as an administrative assistance
- Took responsibility for customer service management, sales, marketing and insurance application process organization.

1/9/2020 - 1/1/2021

- **Fahed Supermarket**
- **Cashier**
  - Responsible for all transactions through POS.
  - Receiving and lending money through cash, cards and checks.

1/6/ 2018 - 1/8/2018

- **Yeghishe Manoukian College**
- **Summer School Teacher**
  - For elementary classes.

### Education:

- **Haigazian University**
  - Bachelor's degree in Business Administration
  - Expected date to graduate: Fall 2023

### Certificates:

December 2020

- Maharat min Google Fundamentals of Digital Marketing

### Languages:

- Armenian - native language
- English & Arabic – speak fluently and read/write with high proficiency
- French –speak, read, and write with basic competence

### Volunteer work:

- Scout leader at Homenetmen Antelias  
(Since 2014)