

Ghinwa Kseiry

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OBJECTIVE

Seeking an internship position in Information Technology Management field

EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon	September 2021-Expected June 2024
Bachelor of Sciences in Business studies	<i>Cumulative GPA 3.84/4</i>

Emphasis in Information Technology Management

Related Courses:

Computer Programming- Information Technology I & II – Information Technology Audit – Enterprise Resource Planning – Information Security & Protection- Operations and Production Management

Amjad High School, Choueifat, Lebanon

Lebanese Baccalaureate, Economics and Sociology

June, 2021

18.2/20

WORK EXPERIENCE

Telesales – Café Concerto - London

July 2021– September 2022

- Selling products via telephone
- Booking reservations via telephone

Customer services - Café Concerto – London

June 2021- September 2022

- Help customers with complaints and queries
- Answering questions about people's reservations'

Financial reports – Café Concerto – London

January 2021- May 2021

- Auditing in deletions and discounts.
- Asking employees about the reason behind the discount given.

EXTRA CIRRICULAR ACTIVITIES

Member of Science and Health Club – Amjad High School

October 2017- May 2018

Member of Wolves of Lebanon

Hiking and Ecotourism

June 2013 – July 2014

CERTIFICATIONS

- Certification in First Aid – Lebanese Red Cross, Beirut, Lebanon, 2020

SKILLS

Computer: HTML & CSS, Visual Basic, Microsoft Access Database, Microsoft Visio, Microsoft Excel Worksheet, Microsoft Word Document, Microsoft PowerPoint Presentation.

Languages: Arabic and English