






## Contact

 Burj Al Barajne – Rwes Street

 0096181621283

 Farhat\_ghena@hotmail.com

 Ghina Farhat

## Skills

Detail  
oriented

Fast  
learner

Work under  
pressure

Multitasking

Good  
communication  
skills

Trust  
worthy

References available upon request

# Ghina Farhat

Last updated: 1<sup>st</sup> of August 2021

### Personal information.

- Date of birth: 1<sup>st</sup> of January 1999
- Place of birth: United Arab Emirates
- Nationality: Lebanese
- Marital status: Single
- Languages: English and Arabic

### Education.

- (Nov 12, 2020) – Accounting: principles of financial accounting certificate – IESE.
- (Nov 10, 2020) – Business English: Management and Leadership certificate – Arizona State University.
- (Nov 10, 2020) – Initiating and Planning Projects certificate – UCI Division of Continuous Education.
- (Nov 10, 2020) – Excel Skills for Business certificate – Macquarie University – Sydney – Australia.
- (Nov 7, 2020) – Model Thinking certificate – University of Michigan.
- (Nov 6, 2020) – Preparing to manage human resources certificate – University of Minnesota.
- (Oct 22, 2020) – Time management certificate – UCI Division of Continuous Education.
- (2018) – Food safety and hygiene certificate – Burger King Arabia – Kallasi Group.
- (2016–2019) – Graduated with a Bachelor's degree in Accounting and Finance – Faculty of Business – MUC college.
- (2013–2016) – Al Muntaha School – Abu Dhabi – UAE – High school education.

### Work experience.

- (2021 – Now) – Shift manager at Burger King – ABC Verdun
- (2018–2020) – Birthday organizer at Burger King
- (2017–2018) – Cashier and dispatcher at Burger King

### Computer skills.

- Microsoft office (word, Excel and PowerPoint)
- POS and Omega System (purchases, inventories and cash deposit)
- Data entry
- Email management