



Jana Dahche

✉ Jdahche16@gmail.com 📞 81956143 📍 Saida Lebanon

Education

High school

Iman high school, Saida
economic and Sociology

Sep 2020 – Jun 2021

Business, Management

Bau, Beirut
Senior student

Sep 2021 – Jun 2024

Profile

I am a management student studying principles and practices for effective management of people, organizations, and resources. My coursework includes business strategy, marketing, finance, accounting, and operations management. I'm also interested in developing skills in leadership, decision-making, communication, and teamwork.

Experience

I had the opportunity to work in an electronics company where I gained valuable expertise in managing Excel spreadsheets, performing accounting tasks and sales performance. Additionally, I worked as a tutor, instructing students in the fundamentals of the English language to enhance their speaking abilities.

Certificates

IC3

Is hereby granted this certification for having demonstrated basic computer hardware, software and Internet knowledge and skills through the successful completion of the examinations comprising IC3.

Jun 2022

Coursera

Effective Problem-Solving and Decision-Making

Mar 2022

Personal details

Gender

Female

Nationality

Palestinian

LinkedIn

linkedin.com/in/jana-dahche

Skills

Communication skills

Decision making

Computer skills

Critical thinking skills

Problem-solving

Languages

Arabic

English

Hobbies

■ Reading books

■ Swimming

■ Volunteering

■ Cooking