



Fatima Akkawi

Management Information System

Contact

Phone: +96176994538

Email: fatimaaakkawi@gmail.com

Nationality: Lebanese

DOB: 19.05.2001

Gender: Female

Skills

Active listening



Teamwork



Adaptability



Fast Learner



Creativity



Problem - solving



Work Under Pressure



Multitasking



Goal oriented



MS Office



SQL



Tableau



Java



Interpersonal skills



Communication



Language

- English
- Arabic

Summary

Ambitious and self-motivated individual, seeking a challenging position in business and technology in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Experience

Private Tutor at Self Employed

Jan 2019 – May 2023

- Working with students to improve their skills in certain subjects, Preparing lessons, assign and correct homework, Identifying students' individual learning needs, Using different tools to achieve student success such as the whiteboard, websites, and role-playing

Sales Associate and Librarian at On The Spot

May 2020 – Sept 2021

- Contacting potential and existing customers. ◦ Handling customer questions, inquiries, and complaints. ◦ Managing the sales process through specific software programs. ◦ Ordering books, journals and other resources. ◦ Cataloguing and keeping track of library materials. ◦ Managing budgets and projects. ◦ Promoting the library's resources.

Online Retailor at Self Employed

May 2018 – Apr 2019

- Photographing and writing description about the products that are being supplied ◦ Doing various calculations such as total purchase amount, taxes, shipping cost. ◦ Preparing various orders and getting them ready asap to be shipped ◦ Interacting with customers and resolving any issues or inquires via different online platforms

Education

Bachelor of Business Administration BBA in

Oct 2020 – Jun 2023

Management Information System

Lebanese International University

- GPA=3.70

Achievements

100% Scholarship Issued by Lebanese International University December 2020

💎 Honor Student at Lebanese International University June 2023

