

SANA HAIDAR



Haidarsana1@gmail.com



0096176020141

OBJECTIVE

Recent graduate with a strong desire to launch a career in administration. Seeking an Administration position to kick start my professional journey, where I can apply my strong organizational skills, attention to detail, and dedication to learn and grow within the role.

Committed to contributing positively to the administrative operations of the company and eager to develop the necessary skills to excel in this field.

HOBBIES

- pianist,
- Avid chess player
- Enthusiastic reader
- Active in various sports,

EXPERIENCE

PRIVATE TUTOR
FROM 2021-till present

- Provided personalized tutoring to high school and college students in biology and related subjects.
- Developed effective lesson plans and study materials to enhance students' understanding and performance.
- Adapted teaching methods to individual learning styles and facilitated learning in an engaging and supportive manner.

EDUCATION

-Bachelor of Science in Biology-2023
Lebanese University, Hadath, Lebanon

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Fluent in three languages: Arabic, French, and English, strong written and verbal communication skills in all three languages.
- Exceptional organizational and time management abilities to efficiently handle tasks, meet deadlines, and prioritize workloads effectively.
- Detail-oriented approach, ensuring precision and accuracy in data analysis, documentation, and project management.
- Adaptable and quick learner, adept at acquiring new software tools and skills as needed to excel in dynamic work settings.