

ACADEMIC STUDIES

JUNE 2018

SAGESSE SCHOOL
LEBANESE BACCALAUREATE

JUNE 2022

BACHELOR OF BUSINESS
ADMINISTRATION
BEIRUT ARAB UNIVERSITY

WORK EXPERIENCE

2021 LEAD CASHIER FOR JAPANESE RESTAURANT LOCATED IN BEIRUT
PRESENZ

- RESPONSIBLE FOR HANDLING ALL CASH AND CARD TRANSACTIONS
- KEEPING TRACK OF ALL CASH AND CREDIT TRANSACTIONS
- RESPONSIBLE FOR CUSTOMER SERVICE REGARDING COMPLAINTS AND QUESTIONS, INFORMATION ABOUT PRODUCTS AND SERVICES, TAKE ORDERS AND PROCESS RETURNS.

2021 Locis+ics & PLANNING FOR EVENTS AT FISHED COME TRUE -ACHRAFIEH

2021 CHILDREN EVENTS PLANNING FOR DENT DE LAST AT EMPTNSKT
PRESENTSUMMERLAND

2020 MICROWORK TRAINING PROGRAM AT SAYA TRAINING & CONSULTANCY

2019 EVENT PLANNER FOR COLOSA SUMMER SCHOOL BESANCON

- DEFINING ACTIVITIES TO BE IMPLEMENTED ACCORDING TO AGE AND SITUATION
- CLIENT COMMUNICATIONS
- CREATING EXPERIENCES

2018 CHILDREN ANIMATOR FOR ENFANT DU SOLEIL- COLLEGE NOTRE DAME

2016 EVENT PLANNING FOR YOUTH - MOVENPICK HOTEL

2017

COMPUTER SKILLS

MICROSOFT WORD MICROSOFT EXCEL MICROSOFT POWERPOINT

CERTIFICATES

- IC3 DIGITAL LITERACY CERTIFICATION (KEY APPLICATIONS- LIVING ON LINE-COMPUTING FUNDAMENTALS)

- CERTIFICATE OF PARTICIPATION FOR THE SUCCESSFUL COMPLETION OF THE MICROWORK TRAINING PROGRAM- BEIRUT ON OCTOBER 2020 AT SAYA TRAINING @ CONSULTANCY- BOURJ HAMMOUD



**ABDEL KADER
KILANI**

ABOUT ME

AN ASPIRING FRESH GRADUATE
SEEKING OPPORTUNITIES TO
ENRICH MY KNOWLEDGE,
SKILLS, AND BUILD MY
LONG-TERM CAREER.

INFORMATION

NATIONALITY
LEBANESE

DATE OF BIRTH
03-22-2000

CIVIL STATE
SINGLE

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LANGUAGES

ENGLISH
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FRENCH
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ARABIC
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