

SOLINEH CHOUEIFATY

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PROFESSIONAL SUMMARY

Self-motivated and dedicated Bachelor's degree holder with a strong passion for ongoing education and professional growth, seeking a position in the field of finance. With a strong ability to handle complex projects and willingness to contribute ideas. Enthusiastic individual with a sound knowledge in accounting.

SKILLS

- Multitasking
- Teamwork
- Attention to detail
- Negotiation
- Communication
- Organization

LANGUAGES

- Arabic
- English
- French

EDUCATION

SEP. 2018 – JAN. 2022 Holy Spirit University of Kaslik, LEBANON
Bachelor in Business Administration

OCT. 2005 – MAY. 2018 COLLEGE DES SŒURS DES SAINTS CŒURS BATROUN, LEBANON
Lebanese Baccalaureate in Socio-Economics

PROFESSIONAL EXPERIENCE

SEP 2023 – NOV 2023 **Administrative Assistant** Collège des Sœurs du Rosaire Abdine, Lebanon

- Maintained polite and professional communication via phone, e-mail.
- Handled office tasks, maintained computer and manual filing systems, and generate reports.
- Developed administrative staff by providing information, educational opportunities, and experiential growth

JUL 2023 – AUG 2023 **Procurement specialist** UNDP, Ministry of Finance Beirut, Lebanon

- Gathered data, document and information from other departments and clients into relevant databases
- Corrected errors and organized the information in a manner that will optimize swift and accurate capturing.
- Organized records and archived paperwork so it can be found when needed
- Created and managed essential documents, transferring them from paper to digital forms for increased efficiency.

APR 2023 – JUN 2023 **Field worker** CARITAS Tripoli, LEBANON

- Conduct, fill assessments and enter survey data on software ODK collect
- Coordinate with other CL staff on the field support in administrative work with daily report to the team leader
- Refer refugee cases that need follow-up to designated internal and external focal points
- Ensure confidentiality and security of the database and files.

OCT. 2019 – FEB.2021 **Cashier-Customer service** WOODEN BAKERY SARL CHEKKA, LEBANON

- Monitored the stock and placed orders for low supply items
- Answered incoming calls, handling customers complaints
- Used POS SYSTEM (BIMPOS)

CERTIFICATES & AWARDS

JAN 2023: 1st place winner for “3ala sama3” - INNOVATION CAMP (innovate for inclusion) implemented by INJAZ Lebanon in collaboration with embrace in partnership with Citi FOUNDATION that introduces youth to Entrepreneurship

DEC 2022: Online Training sessions (LinkedIn, Excel, Word & PowerPoint) as part of the WayNorth project.