

Fatima Malak

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Address: Hadath, Beirut

PERSONAL DETAILS

Date of birth: July 2, 2001

Place of birth: Beirut

Gender: Female

Nationality: Lebanese

Marital status: Single

KEYWORDS

A highly motivated, organized, and creative individual seeking a new challenge in an environment where my skills and expertise can be beneficial for my future. A quick thinker with a strong initiative to solve problems, aiming to present and improve current skills, creativity, problem solving and analytical skills, with strong work ethic and positive attitude.

EDUCATION

Lebanese University- BEIRUT, LEBANON

Oct 2019 – Nov 2023

Bachelor in Banking & Finance

EXPERIENCES

Private tutoring

Feb 2020 – Present

- Provided all materials peer tutoring in an after school program
- Used communication skills to explain difficult concepts in simple terms

Sales associate

Feb 2021 – Sep 2022

- Serves customers by helping them select products
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge
- Greets and Receives customers in a welcoming manner
- Responds to customers' question

Certificates, Trainings and Awards

- **Certificate in data entry for the accounting cycle – PATC**
 - Salary schedule preparation
 - NSSF and Tax declarations
 - Purchases and sales on stock
 - Recording all types of operating expenses and fixed assets
 - Recording different types of bank transactions
 - Preparing assets schedule
 - Sales return and discount

LANGUAGE AND SKILLS

- **Communication Skills:** Very Good
- **Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Access)
- **Languages:** English, Arabic

HOBBIES

- Reading
- Hiking

REFERENCES

- **Dr. Hiam sujud**
Lebanese University, Beirut, Lebanon
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