



CONTACT

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SUMMARY

Business Administration student.

I am that person with the "can do" attitude you are looking for.

My experience has helped me strengthen my skills in communication, problem-solving, time management, and analytical skills.

SKILLS

- Communication
- Time management
- Flexibility
- Attention to details
- Teamwork
- Problem-solving
- Organization
- Adaptability
- Customer Service
- Critical Thinking

KATIA ALMOKDAD

EDUCATION

Expected

Islamic University of Lebanon

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

2017

Douris Public High School for Girls

LEBANESE BACCALAUREATE IN SOCIOLOGY AND ECONOMICS

WORK EXPERIENCE

PRIVATE TUTOR

2017 - Present

- Worked with students aged 5-15
- Created lesson plans, worksheets, and tests for students
- Prepared students who passed the Lebanese Brevet Official Exams
- Achieved notable academic improvements

CASHIER

2018 Al-Madina Group Supermarket

- Assisted customers with checkout
- Worked in fast-paced environment
- Handled complaints from customers with a friendly and positive attitude

LANGUAGE

- Advanced English
- Native Arabic

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Powerpoint, Spreadsheet)
- Web
- Operating Systems