

# MEGHETY BDRJKIAN

## CONTACT

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Beirut, Lebanon

## SKILLS

- Organization
- Responsibility
- Attention to detail
- Time management
- Microsoft office
- Canva and Capcut
- Accounting skills

## LANGUAGES

- English (Fluent)
- Arabic (Fluent)
- French (Basics)
- Armenian (Native)

## EDUCATION

- HAIGAZIAN UNIVERSITY**  
Business Administration  
*Expected to graduate in 2024*
- OUSOUMNASIRATS UNION COLLEGE**  
Scientific Baccalaureate  
*June, 2019*

## PERSONAL PROFILE

I am a hard working motivated individual, always willing to learn new skills. I have a strong sense of responsibility, an ability to type quickly and accurately, prioritize tasks and meet deadlines. With a keen eye for detail and a commitment to excellence, I am eager to leverage my skills and contribute to achieving success in any professional setting.

## WORK EXPERIENCE

- Beirut Baptist School**  
**ACCOUNTING INTERN | 2024**
  - Observe how the school's financial policies are followed in daily operations
  - Navigate the NAV program
  - Sort financial documents and organize records
  - Process tuition payments
- Haigazian University**  
**LIBRARY ASSISTANT | 2020 - PRESENT**
  - Assist borrowers to find books
  - Check books in and out
  - Lend, renew and return books according to set rules
  - Shelve books and periodicals
- SAINT MICHAEL ARMENIAN CATHOLIC CHURCH, ARMENIAN GENERAL ATHLETIC UNION**  
**ASSISTANT | 2016 - 2020**
  - Tutor children in Sunday school.
  - Teach preteens about the Armenian culture and history, and introduce them to the scout movement.
  - Help managing daily activities during summer camps.

## VOLUNTEERING AND COMMUNITY INVOLVEMENT

- Volunteer at Ahla Fawda NGO
- Community service participant at church
- Volunteer at Sunday school