

Lilian Najd

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Career Objectives

- Ambitious and self-motivated individual with an excellent academic record, seeking for a job where I can utilize as well as invest my skills and educational background to benefit the organization to the maximum.

Educations

- Bachelor degree in *Management Information System*, Lebanese International University 2020 → 2023 , with cumulative GPA of 3.86.

Related courses included:

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Python
- Database programs such as My SQL, Tableau and Microsoft Access
- Business Management courses
- Knowledge management
- Business Telecommunications
- International Accounting System (general view)
- Customer service courses

Certificates of Appreciation

- Acquired Certificate of Achievement from Google Digital Garage in The Fundamental of Digital Marketing course.
- Acquired Certificate of Achievement from Cisco Networking Academy for participating in their Information Technology program.
- Acquired Training Certificate from BANQUE DU LIBAN for completing the training program.

Experience

- A part-time job as a Cashier at Al Qalaa Roastery.
Duties included: Manage transactions with customers using cash registers, scan goods and ensure pricing is accurate, collect payments whether in cash or credit, issue receipts, refunds, change or tickets.

Computer Skills

- Microsoft Word
- Microsoft Access
- Microsoft PowerPoint
- Python Script
- Microsoft Excel
- SQL
- Tableau
- Email
- Google Forums
- Google Sites

Skills and Achievements

- Good in analyzing and reading the data
- Creative
- Listener
- Meets Deadline
- Extremely confident and professional attitude
- Ability to understand customer's needs
- Empathy
- Adaptability
- Leadership
- Planning
- Negotiating
- Work under pressure
- Multitasking
- Time management
- Flexible
- Staying positive
- Problem solving skills
- Ability to work in team

Languages

- Arabic Mother Tongue
- English Fluent
- French (Basic level)

References

- References are available upon request.