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## Farah Khaled Mokdad

Beirut, Lebanon

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### Objective

I am very keen on integrating in an institution in which I can grow on both professional and human level.

### Skills

- Microsoft Word, Excel, PowerPoint, Ms Project
- Adobe Photoshop, Illustrator, Quark Express
- Internet
- Outlook
- IOS

### Education

#### **American University of Science and Technology**

BA in Advertising (undergraduate)

#### **Glow Community Center**

Certificate in Digital Marketing

#### **American University of Beirut**

Brokerage Certificate and member of R.E.A.L

#### **New Horizons Lebanon**

Certificate in Adobe Photoshop

Certificate in Ms Project

### Experience

#### **2023-Present Administrative and Operations Executive**

Inaash Association

#### **2009-2019 Sales and Marketing**

RAMCO– Real estate advisers

#### **2009 Administrative Assistant**

Prima Circle

#### **2008-2009 Operator - Cashier**

Chopsticks Express

#### **2008-2009 Sales and Marketing**

Book Fair

#### **2005-2007 Administrative Assistante**

Berytus

## Languages

- Arabic | Native Tongue
- English | Proficient
- French | Proficient

## Personal Qualities

- Excellent interpersonal skills
- Very well organized
- Work well alone or in a group
- Highly adaptable
- Fast Learner

## Personal Information

Nationality	Lebanese
Date of Birth	23 February 1987
Gender	Female
Marital Status	Married
Kids	1

## References

Available upon request