

# ZEIN DAHER

📍 Hay Al Jame'a

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☎ Phone

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## OBJECTIVE

Dedicated MIS student with strong English skills and experience in administrative roles, Eager to grow within a professional team and contribute with commitment and passion.

## EDUCATION

**Bachelor in Management Information Systems**

Second Year Student

Completed Lebanese Baccalaureate (Terminal)

## CERTIFICATES

Microsoft Office Online Diploma

Advanced English Certificate

## WORK EXPERIENCE

**The Kode** – Administrative Assistant

**Roadster** – Administrative Assistant

**Paul Dor** – Administrative Assistant

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Fast typing and data entry
- Fluent in English and Arabic
- Organized, reliable, and a team player