

BOSHRA MALISS

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PROFESSIONAL EXPERIENCE

- Admission coordinator, Salamcou Tours, Cornish Mazraa

Nov 2023 - Present

 - Completing and submit visa applications for various purposes (work, family, government visits) to the Saudi embassy, including managing required documents and attestations
 - Assisting customers with services, and verify the accuracy and validity of documents in the system.
- Tutor

Dec 2023 - Present

 - Supporting students with learning difficulties by implementing individualized teaching strategies that adapted to their needs and boosted their confidence in academic subjects.
- Assistant Manager Phil & Joe, Achrafieh

Jan 2022- Jun 2023

 - Managing time by arranging and confirming appointments, preparing schedules for staff breaks and weekly activities, and handling correspondence, reports, and documents.
 - Ensuring attention to detail in cash management, manage social media accounts, and oversee related activities.
- Sales Representative Carissima, ABC Verdun

Jun 2021 - Dec 2021

 - Handled store operations, including opening, closing, and cash management.
 - Delivered excellent customer service by assisting with shoe selection and providing product recommendations.
- Waitress Simit Saray, City Center Beirut

Nov 2020 - Mar 2021

 - Processed customer requests and addressed any issues.
 - Prepared coffee drinks as a barista.
 - Greeted guests and guided them through the menu.

EDUCATION

- Master of Business Administration - LIU
 - B.S. in Computer Engineering - LIU
- In progress

Oct 2021 - Sep 2024

LANGUAGES

- Arabic** *Native Proficiency*
- English** *Advanced Proficiency*
- French** *Basic Proficiency*

SKILLS

Soft Skills: Problem Solving - Time Management - Task Management - Decision Making
Digital Skills: MS Office Suite - WordPress - HTML - CSS - JavaScript - Data Sorting - Network System Design - Object Oriented Programming - Search Engine Optimization

CERTIFICATES AND TRAININGS

- Web Development Level 2 - Bedayati (2025)
- Web Development Level 1 - Bedayati (2025)
- Project Management - INJAZ Lebanon (2025)
- FinFit Program - INJAZ Lebanon (2025)