

Celine Kattoua

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EDUCATION:

Lebanese American University

Sept 2022 – May 2025

Bachelor of Science in Business Administration with emphasis in Information Technology Management. Graduated with Distinction.

WORK EXPERIENCE:

MARKIT

Operations Intern

July 2025- Present

- Assist with the management of daily operational activities and perform administrative tasks.
- Assist with project management by tracking progress and resolving issues.
- Monitor Drivers and Pickers Key Performances Indicators and attendance.
- Collaborate with HR on manpower planning, workforce shortages, and asset allocation for the operations team.
- Verify the accuracy of numbers of orders and payment before processing weekly driver payment reports.
- Create zones for each new Restaurant/Store in the App.

VOLUNTEERING EXPERIENCE:

Sept 2024 – Dec 2024

Makhzoumi Foundation NGO

- Created social media content during the war to highlight the foundation's relief activities.
- Canva usage to create engaging posts to highlight the foundation's efforts in offering medical and relief activities to the refugees during the war.

SKILLS:

Languages: Arabic (Native)-French (Fluent)-English (Fluent) -German (Elementary Level)

Computer: Google Sheets- Excel- Access- Microsoft Visio - Word-PowerPoint- SAP- MySQL server- Drawio