

JINANE LAZ

Lazjinane@gmail.com | 81900348 | Tripoli, Lebanon

Technical Skills

- Microsoft Office, Email, Adobe
- Basic math skills, analysing and researching
- Data entry
- Programming: C, Java

Soft Skills

- Reliable
- Communication
- Positive attitude
- Organization
- Critical thinking

Experience**Data Entry & Sales Assistant – Orchidée Chocolate (May 2025)**

- Performed accurate data entry and supported sales operations.

Order Taking & Omega Software Operator – Bouche Sucrée (July–September 2025)

- Took customer orders and managed billing using Omega software.

Volunteer – Takaful Organisation

- Assisted in community support activities and organisational tasks.

Education

Computer Engineering student (2nd year)

Lebanese Baccalaureate in Life Science

Languages

Arabic | French | English (Fluently spoken)

Hobbies

- Running
- Cooking
- Drawing
- Researching
- Reading