

# BOSHRA MALISS

boshraalmaliss@gmail.com | +961 81 032 467 | Beirut, Lebanon | [linkedin.com/in/boshra-maliss-/](https://linkedin.com/in/boshra-maliss-/)

---

## PROFESSIONAL EXPERIENCE

<b>Law Office Assistant , Adham Law Firm</b>	<b>Jun 2024 - Present</b>
<ul style="list-style-type: none"><li>• Scheduled and organized client meetings, court dates, and legal proceedings for attorneys.</li><li>• Organized case files and maintained an efficient filing system for quick retrieval and compliance with legal standards.</li></ul>	
<b>Tutor</b>	<b>Dec 2023 - Present</b>
<ul style="list-style-type: none"><li>• Supporting students with learning difficulties by implementing individualized teaching strategies that adapted to their needs and boosted their confidence in academic subjects.</li></ul>	
<b>Admission coordinator, Salamcou Tours, Cornish Mazraa</b>	<b>Nov 2023 - May 2024</b>
<ul style="list-style-type: none"><li>• Completing and submit visa applications for various purposes (work, family, government visits) to the Saudi embassy, including managing required documents and attestations</li><li>• Assisting customers with services, and verify the accuracy and validity of documents in the system.</li></ul>	
<b>Assistant Manager Phil &amp; Joe, Achrafieh</b>	<b>Jan 2022- Jun 2023</b>
<ul style="list-style-type: none"><li>• Managing time by arranging and confirming appointments, preparing schedules for staff breaks and weekly activities, and handling correspondence, reports, and documents.</li><li>• Ensuring attention to detail in cash management, manage social media accounts, and oversee related activities.</li></ul>	
<b>Sales Representative Carissima, ABC Verdun</b>	<b>Jun 2021 - Dec 2021</b>
<ul style="list-style-type: none"><li>• Handled store operations, including opening, closing, and cash management.</li><li>• Delivered excellent customer service by assisting with shoe selection and providing product recommendations.</li></ul>	

## EDUCATION

<b>• Master of Business Administration - LIU</b>	<b>In progress</b>
<b>• B.S. in Computer Engineering - LIU</b>	<b>Oct 2021 - Sep 2024</b>

## 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)