

# Batoul Abbas

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| [LinkedIn](#)

**Teacher**  
**Data entry**

## Summary

Motivated and detail-oriented individual with a strong interest in education and Arabic language development. I have experience tutoring students at home, helping them improve their understanding and academic performance. Skilled in organizing educational content and creating clear, structured learning materials. Eager to contribute to a dynamic team and gain professional experience in the education field.

## Key Competencies

- Skilled in digital data collection tools
- Effective telephone communication
- Accurate data entry
- Ethical and confidential handling of data
- Independent and organized worker

## Education Background

- 2025- Currently : Business Administration, Marketing, and Organization
- 2022-2023 : TS2 in Management informational system  
( Average : 14.94 )

## Training

### **Online safety & Microwork**

\* Under LB - Links /GBV and technology program

February, 2025

January, 2025

### **English course**

\*Dot Lebanon and Saleme groupe

(Online courses)

Novembre,2024

**Accounting and logistics profession**

\*LOST/Binna academy

June 11, 2024

**Digital and Media Literacy**

\*Dot Lebanon and Abdallah Al-Gharir foundation

April 26 ,2024

**Computer Essentials L1**

\*Jihad foundation for construction and Municipalities of Baalback

**Expérience**

**Private Arabic Language Tutor**

**2024- currently**

**Data Entry Operator (Remote)**

Talent Beyond Boundaries

Jan 2025 – Apr 2025

- Accurately entered and managed data remotely.
- Used digital tools to ensure data quality and timely delivery.

### **Administrative Accounting Intern**

Administrative Office

Sep 2024 – Feb 2025

- Assisted with daily financial record keeping.
- Organized documents and prepared basic accounting reports.

### **Volunteering**

Lebanese Red Cross :

- Worked directly with children, providing support and care.
- Assisted in collecting community data to complete a research project for the Red Cross.

### **Additional Information**

**Computer:** Microsoft Office (Word, Excel, Access, PowerPoint), kobotoolbox

**Languages:** Arabic (Mother Tongue), English (Fluent)

**Personal Attributes:** Patience, empathy, integrity, adaptability, commitment to humanitarian values.

**References:** Certificates and other supporting documents will be supplied on request