

Line Malaka

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Profile Summary

A highly motivated and independent Business Graduate from the Beirut Arab University (BAU), with a solid academic background in both Business and IT, my experience in internships and extracurricular activities has allowed me to develop strong teamwork and communication skills, making me an asset to any organization.

Education

Beirut Arab University (BAU)

Bachelor's degree in management information system
September 2023 – June 2026

College Universel

Baccalauréat Libanais en Sciences de la Vie (Très Bien) 2023

Experience

IT Support Intern – Anzimaty

December 2025 – February 2026

- Assisted with data entry and maintaining financial records
- Assisted in supporting a healthcare management system implemented for a healthcare center
- Collaborated with the team to monitor system performance and ensure smooth operation

Private Tutoring

October 2024 – present

- Explaining complex concepts clearly and simply
- Adapting my communication style to different learning needs
- Reinforcing my own understanding of core concepts
- Helping students approach problems logically and efficiently

Certificates

- IC3
Proficient in digital literacy: Internet usage, productivity software (e.g., Microsoft Office), cybersecurity basics
- Volunteer (Next Generation Association)
Social engagement, engagement in acts of solidarity and civic responsibility
- Member of MIS club
Attended workshops on cybersecurity and project management

Other Skills and Interests

Languages: Fluent in Arabic, English, and French

Technical Skills: Microsoft Office, Structured Query Language (SQL)

Soft Skills: Communication, Conflict Resolution, Teamwork, Strategic Thinking, Creative Thinking, Time Management, Attention to Detail