

DUAA AJJOUR

Career Counselor

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OBJECTIVE

My career objective is to obtain a challenging position in a progressive and reputable organization that would utilize my skills, abilities and educational background to improve the work environment and achieve the organization's goals.

PERSONAL INFORMATION

Date of Birth: 18th of August 1991

Nationality: Lebanese

Residence Country: Kuwait

Visa Status: Residency Visa (Transferable)

Driving License Issued from: Lebanon - Kuwait

EDUCATION

2009 - 2012

Lebanese American University (LAU)

Bachelor's Degree in Economics and International Affairs

2009

Rawdah High School, Lebanon

High School Diploma

Economics and Sociology

EXPERIENCE

April 2015 - Present

Full-time

American University of the Middle East, Kuwait

Career Counselor

- Make sure all students are ready to face the work environment
- Train students how to act in an interview
- Help students make the most qualified CV
- Career counseling sessions
- Develop personalities of students
- Follow up with students regarding their hiring status
- Send companies graduates' CVs
- Data entry using CRM and excel sheets.

Oct 2013 – Aug 2014

Full-time

Executive Security Corporation Co., Lebanon

Accountant and HR officer

- Data entry, voucher entry, JV, Omega system, ABS system, Debit and Credit
- Implementation of branch transactions on the banking system
- Preparation of salaries and payroll

March 2013 – Sep 2013

Full-time

Kidzmondo, Lebanon

Team Leader

- Handle requests from customers and meet their needs
- Responsible for completing reports that are related to customers
- Handle complaints from both staff and customers
- Help with promotional events
- Report to higher management level
- Complete paperwork and administrative requirements

Sep 2012 – Nov 2012

Internship

Blom Bank

Trainee

- Prepare statements and bills
- Receive and send emails between the banks' departments
- Issue Car and Housing loans
- Follow up with customers regarding payments
- Issue employees' salaries

ACHIEVEMENTS & ACTIVITIES

2015 - 2018

American University of the Middle East (AUM)

- Participated in the AUM Graduation's Ceremony
- Handled the elections event
- Organizer of all Career fairs that take place at the AUM

HONORS & ACCOMPLISHMENTS

2011

Lebanese American University (LAU)

Completed Methodology course

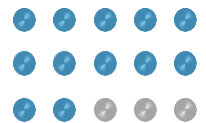
Create surveys

Conduct surveys

- Created a survey regarding the Lebanese army
- Contacted people
- Collected answers, filled out surveys
- Calculated percentages regarding peoples' different opinions
- Concluded with statistical reports

SKILLS & ABILITIES

Languages Arabic
English
French



Computer Skills

- MS Office Applications
- CRM
- Methods of research

Personal Skills

- Communication skills.
- Organizational skills.
- Ability to work under pressure.
- Communication skills.
- Ability to work under pressure.
- Team integration
- Remote Team Management (Ability to develop and motivate a team)
- Dynamic leader
- Leadership skills (proven leadership experience)
- Flexibility in adapting to different situations
- Ability to provide and support a vision and direction
- Convincing skills
- Hard worker
- Multi-tasker