

Rana Hamade

Personal Information:

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Date of birth: May-17-1993
Place of birth:Beirut, Lebanon
Citizenship: Lebanese
Marital Status: Single

Objective:

Seeking a full time position at a company like yours,to enhance my professional experience and apply what I learned in my undergraduate studies, which will help me advance in my future career.

Work experience and Other Skills:

Work experience:

Sep 2017- Feb 2018: Administration Coordinator for Ecolife Facilities Management from the Site (Damac Tower and Marina Tower).

March 2017- May 2017: Completed three months of Training at Invest Bank Psc., in different departments, Ain El Mraisseh, Beirut, Lebanon.

July 2016- Feb 2017: Administration and Finance Coordinator, Treasure Antiques Gallery, Hazmieh, Lebanon.

March 2016- April 2016: Sales Consultant, Brunello Cucinelli, Al Tayer Group, Dubai, UAE.

July 2014- August 2014: Trainee at First National Bank, Hamra branch, Beirut, Lebanon.

Personal attributes:

- Very passionate about what I do and self-motivated.
- Have a healthy competitive attitude and can thrive under pressure to meet critical deadlines.
- Have very strong communication skills and promote friendly work environment.

Computer Skills:

- Competent in Microsoft Office (PowerPoint,Acess, Excel, Word).
- A very quick learner for any company's data base, can analyze and utilize the useful information quickly.

Educational Qualifications

Sept 2012-June 2015:	Bachelor's degree in Business Administration, Université Saint-Joseph de Beyrouth (USJ)
May 2014:	Completed my Saint Louis Exam with a High intermediate Level
Sept 2011- Feb 2012:	Completed a semester in Translation in Lebanese University
2010-2011:	BAC II in Life Sciences,Ecole Saint-Joseph de l'Apparition

Interests:

- Very active in sports.
- Like to challenge myself to improve my own skills.
- Like to learn new things.

Languages:

- Fluent in Arabic, French and English.
- Elementary level in Spanish.
- A very fast learner for any language.

Note: References available upon request.