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| AyA zANTOUT  LEBANON,SAIDA,SHARHABEEL · +96178957208  ayazantout@hotmail.com |
| **CAREER OBJECTIVE**  I leave in your hands my resume below, hoping to be on par and exceed your baseline for your open positions in Human resources management and Public Relations department. Ambitiously, I am seeking a challenging career with a progressive organization that provides an opportunity to capitalize and enhance my business skills and abilities in HR and PR fields. |

# education

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| * **OCTOBER 2019 – OCTOBER 2021**   **MBA IN HUMAN RESOURCES MANAGEMENT,** LEBANESE INTERNATIONAL UNIVERSITY   * **OCTOBER 2016 – OCTOBER 2019**   **BACHELOR OF ARTS IN COMMUNICATION ARTS, PUBLIC RELATIONS,** LEBANESE INTERNATIONAL UNIVERSITY   * **NOVEMBER 2020 – DECEMBER 2020**   **SENIOR ACCOUNTANT,** PRACTICAL ACCOUNTING ACADEMY  Completed 2 months of Practical Accounting Training on Accounting Software, Data Entry, Accounting Transactions, Sales and Purchasing, VAT, Salaries and Wages, Accounts Reconciliation (Customers, Suppliers, Banks), Income Tax Declaration, Profit and Loss, Balance Sheet, Analysis of Trial Balance, Contracting, Payroll, NSSF. |

# experience

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| * **APRIL 2021 – JUNE 2021**   **INTERNSHIP**, PRACTICAL ACCOUNTING ACADEMY  Student service and administrative assistant   * **OCTOBER 2020 – DECEMBER 2020**   **INTERNSHIP**, PRACTICAL ACCOUNTING ACADEMY  Received direct hands-on training and practice on all accounting transactions ranging from simple data entry, going through Reconciliations, and all the way up to Tax declarations and NSSF.   * **February 2022**   **FREELANCE TRANSLATOR**, EXIGO GLOBAL- RESEARCH AND COMMUNICATION   * Listen to audios in Arabic and/or English and translate/transcribe into English notes, following the transcription guidelines. * Review and edit transcriptions before submission. |

# Skills

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| * Eager and willing to learn systems and programs with full commitment and working under pressure * Excellent communication and presentation skills | * Public relations and marketing planning * Social media management * Persuading * Team work |

# computer skills

# Excellent user of Microsoft office: Word, Excel and PowerPoint

# LANGUAGES

# Fluent in English ( Reading and Writing)

# Arabic

# References

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| * Practical Accounting Academy Nejmeh Square, Saida, Lebanon Phone: +961 81 945 697 Website: [www.paa-lb.com](http://www.paa-lb.com) |  |

**PERSONAL**

* Date of Birth: 14th March, 1999
* Marital Status: Single
* Nationality: Lebanese