

FARAH AL AASSIMI

ADMINISTRATIVE ASSISTANT

I am an experienced administrative assistant seeking for an internship in the field of administration , information systems and social media , where I can apply my knowledge and skills for continuous improvement.

EDUCATION

1) POLITICAL AND ADMINISTRATIVE SCIENCE

LEBANESE UNIVERSITY 2020-present

2) MANAGEMENT INFORMATION SYSTEM

LEBANESE INTERNATIONAL UNIVERSITY 2022-present

EXPERIENCE

SCHOOL ADMINISTATOR ASSISTANT

International school of Aramoun

November 2021 - July 2023

SKILLS

- Time management
- Adaptability
- Ability to multitask
- Problem - solving
- Capacity for learning news skills quickly
- .Computer proficiency

COURSES

System analysis and design
Human resources management
Organizational behavior
Marketing theories and principles
Human rights
Operations Management
Environmental Policies

REFERENCE

available upon request

CONTACT

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