

# ELIANA NAJJAR

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## Profile

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Motivated and detail-oriented professional with strong communication, organizational, and problem-solving abilities. Experienced in administrative work, accounting, and data entry, with foundational knowledge in programming and digital systems. Fast learner, adaptable, and focused on accuracy.

## Education

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### **Master's Degree – Applied Computer Science for Business (2025 – Present)**

USJ University, Beirut

### **Bachelor's Degree in Programming (2019 – 2023)**

ISSAE Cnam University, Tripoli

### **Lebanese Baccalaureate – General Sciences (2018 – 2019)**

Official High School of Deddeh El-Koura

## Experience

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### **Data Entry Specialist – Dictalive, Jounieh (Sep 2024 – Present)**

- Maintain accurate digital records and ensure high-quality data entry.
- Process daily requests efficiently.
- Organize and verify client databases.

### **Junior Accountant – Pet Mart, Dekwaneh (Apr 2023 – May 2024)**

- Recorded daily accounting entries.
- Prepared invoices and receipts.
- Ensured financial accuracy.
- Assisted with expense and income tracking.

### **Data Entry Specialist – Saliba Consultancy, Jdeideh (Jan 2023 – Apr 2023)**

- Entered and verified client information.
- Prepared visa applications (France, USA, Canada).
- Managed appointment scheduling through TLS and US Travel Docs.

### **Cashier / Supervisor – Wooden Bakery, Jdaydeh (Sep 2021 – Dec 2022)**

- Handled payments and daily reports.
- Trained and supervised new employees.
- Resolved customer concerns effectively.

## Skills

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- MS Office (Excel, Word, PowerPoint)
  - Data Entry & Management
  - IT Troubleshooting
  - HTML, CSS, JS, SQL, Java, C++
  - WordPress Basics
  - Organizational & Time-Management
  - Customer Service
  - Analytical Thinking
  - Multitasking & Working Under Pressure

## Languages

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Arabic – English – French

## Hobbies

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Camping, Swimming, Horseback Riding, Biking

## Courses

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Accounting Training Academy (2025)

- Chart of Accounts, Journal Entries, PPE, Inventories, Reconciliation, Bank Transactions, Depreciation, Year-End Closing, IFRS Practice.