

Dohat Aramoun-Main street-Beside Doha pharmacy;+ 96171495919; souad.moghnieh@hotmail.com

Tyr- Rashid Karami Street-Oriental building

Nationality :Lebanese Sex: Female Birth Date: 01,09,1991

Ms.Souad Moghnieh

Innovative, determined and challenge seeker. Excellent interpersonal, communication, and team building skills with the ability to build trust and rapport. Resourceful decision-maker with strong problem-solving and organizational skills. Ability thrive under pressure in a

Objective fast-paced environment

Experience

- | | | |
|---|---|---------------|
| 2010-2012 | LAU-Lebanese American University | Beirut |
| <ul style="list-style-type: none">• <i>Part time Assistant for Ms. Grace Lebbos</i>➤ Exams Supervision➤ Assisting Students➤ Assisting Professors➤ Student Follow up➤ Organization of the class | | |
| June-July 2011 | World Travel System Ltd | Beirut |
| <ul style="list-style-type: none">• Trainee<ul style="list-style-type: none">✓ Preparing reports✓ Daily customers follow up✓ Maintain confidential employee files✓ Order office supplies✓ Manage the filing, storage & security of documents✓ Create & produce power point reports & documents | | |
| 2013-2014 | Home tutoring | |
| <ul style="list-style-type: none">• Worked as a home private tutoring for grade: 7,8 &9 | | |
| June-July 2016 | Owner of Craftmatichs | Online |
| <ul style="list-style-type: none">✓ <i>Personalized &home décor wood crafts</i>✓ <i>Instagram &Fb :Craftmatichs</i> | | |
| June-July 2016 | Bank Audi | Tyr |

internship

- Teller
- Customer service
- ✓ Certificate of Achievement
- ✓ Certificate of “ A Hero For A Day”

Education

2016-2017	Lebanese International University <i>MMKT-MBA in Marketing</i>	Saida
2014-2016	Lebanese International University <i>BA- Business Accounting Information Systems</i>	Saida
2009-2012	LAU-Lebanese American University <i>Banking & Finance</i>	Beirut
2006-2009	Lebanese Evangelical School for Boys & Girls Tyr <i>Sociology and Economy Lebanese Baccalaureate</i>	

IT Skills

Microsoft Excel, Microsoft Word, Microsoft power point, Spss.

I've used many different computer programs, both computer & web based, I'm comfortable both with technology that I know & with learning new programs.

Other Relevant Skills

- ✓ *Currently learning French language*
- ✓ *Currently improving my Spanish language*
- ✓ *Fluent Speaker of Arabic & English languages*
- ✓ *Fundraising & Event and Organization Experience During 2 Years Volunteering at LIU (CCCL)*

Interest Reference

Yoga, Hiking, Sketching, Traveling, communication, poetry, reading, horseback riding.
Available upon request