**First Name of Application CV No 1626710**

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**Curriculum Vitae**

* **Place of Birth:** Ukraine
* **Date of birth:** 31 May 1988
* **Marital Status:** Single
* **Gender:** Female

**Objective:**

To obtain a full time position in the bank or reputable organization/company which will offers a professional working environment and enables me to grow while meeting the corporation’s goals.

**Education:**

**2008 - 2012** **Beirut Arab University, Lebanon**

Bachelor in Business Administration

Bachelor of Banking & Finance

**2009-2011 Lebanese University, Beirut**

English Language & Literature

Bachelor of Translation (English – Arabic)

**Training Courses:**

* **Marketing & program officer in**  **AbouSleiman & Co. (Jan 2013 – March 2013)**

Responsible for events planning and preparing to conferences (First Arab E-Fraud Conference in Dubai 2013)

* **Loans Collector in** **Libra Law Firm (May 2012 – July 2012)**

In collection and recovery department collecting loans from people who don’t pay.

Working on system, balance sheet and outlook. Calling and meeting people trying to find solution for unpaid loans.

**Work Experience:**

**March 2015 – May 2015**

**French Dental & Aesthetic Center Abu Dhabi, UAE**

Office Manager

* Managing all staff ( reception, cleaners, nurses) in both dentistry and cosmetic departments
* Sending and receiving emails.
* Preparing for events to make advertisement for center.
* Designing brochures and cards
* Welcoming patients (customer service)
* Solving patient problems and calming down any situation
* Answering on phone calls and scheduling for patient appointments
* Calling experts if something broken or distracted like ( conditions, IT, lamps)
* Receiving medicals and machines for center
* Meeting medical representatives
* Contact software program experts to linked software with messages
* Employs suitable candidates for required jobs
* Making contracts with other companies and centers
* Preparing for websites ( Arabic and English )
* Choose suitable clothes and colors for different uniforms
* Preparing for staff training in order to improve employees skills

**Jan 2014 – Jan 2015**

**Al Barq Advertisement Company Tyr, Lebanon**

General Manager

* Managing all financial related transactions
* Managing 10 representatives (distributors)
* Preparation of daily work plan
* Design and draw magazine fronts & designs
* Supervises and verifies magazines layouts and prints
* Prepares regular progress reports
* Participates and prepares workshops, meetings intended to improve professional knowledge and skills
* Coordinates with all stakeholders
* Performs such other duties as maybe assigned

**May 2012 – Dec 2013**

**Rmayti Exchange Tyr, Lebanon**

Administrative Manager

* Handling daily checks transactions
* Managing database and cash transactions
* Prepares daily reports

**Jan 2009 – March 2012**

**Women Humanitarian Organization Tyr, Lebanon**

Finance & Social Worker

* Social worker
* Financing all organization activities
* Preparing for different events

**Skills:**

**Languages:** fluent in Arabic, English, Russian & Ukrainian

**Computer knowledge:** windows, outlook, MS-Office (word, excel, PowerPoint)