**MY RESUME**



My personal information

Name: Ghada

Profession: Secretary

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Date of birth: 5th of November 1995

Summary:

I have studied at the International School of Choueifat, and now i am a university student, studying finance. I have volunteered in lots of places, most importantly at the SKMC, where I worked at the call center and took good care of some patients.

Skills:

Has an overview about the economy, and the business world in general and the management. Experienced with using the computer and entering data and the excel sheets and all.