Njeim CH. Myriam

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**HOME ADDRESS**

First floor, Antoine Chehwan building

Rue 21 Zone Orange Adma.

**Objectives**

To provide effective organizational, communication and marketing skills.

**Education**

Bachelor in Business Administration, January 2015

Concentration in Marketing

Holy Spirit University of Kaslik (USEK), Lebanon.

**Experience**

**Marketing and strategy department**

**Societe General de Banque au Liban, Sen l fil ,** July – September 2015

* Working on tasks related to credit card sector.
* Dealing with customers while updating the data for a specific project.
* Making some research related to a specific project.
* Going on a mission and dealing with competitors.

**Sales department**

**Provincial restaurant, ATCL Jounieh,** June- September 2012

* Working on daily accounting tasks.
* Dealing with suppliers from different sectors.
* Communicating effectively with coworkers.

**Waitress**

**Dina’s, Kaslik,** December**-** September 2009

* Offering exceptional customer service.
* Communicating effectively with coworkers and customers.
* Greeting customers.

**Skills, Abilities, & Certifications**

* Marketing Communication Strategies, Faculty of Business, November 2014.
* English Access Micro scholarship Program certification, The Embassy of the United States of America in Beirut, April 2011.
* Leadership program certification, Injaz Lebanon, March 2010.
* Teamwork skills (group projects example: Budweiser, Miller beer, Tap2pay).
* Microsoft Word, Excel, PowerPoint, Internet research skills.

**Extracurricular clubs and activities**

* Groupe Saint Famille Française Jounieh, Guide Du Liban, 2001- 2008.