

PERSONAL INFORMATION

Name: Joe TURK
Address: JdeidetGhazir. Main road, Lebanon
Phone: 70-636018
E-mail: joe.turk@outlook.com
Date of Birth: September 27, 1991
Place of Birth: JdeidetGhazir, Lebanon
Languages spoken: Arabic, English and French

PROFFESIONAL ASSETS

- Strong commitment to meeting operational objectives
- Able to work both autonomously and as part of a team
- Ability to make actionable fast-paced decisions
- Passionate, committed, an innovative thinker and able to bring fresh ideas to a business
- Time management/meeting production deadlines
- Ability to learn rapidly/ problem solve/ adaptability
- Highly proficient organization and co-ordination

EDUCATION

- **2010-2014** **Bachelor of Banking and Finance. AUL University (Arts, science and Technology University in Lebanon)**
With a final senior project (Analyse du comportement de l'investisseur libanais)
- **2009-2010** **Ghazir Official School**
Lebanese Baccalaureate/ Emphasis: Economics and Sociology
- **1994-2009** **Collège des Apôtres - Jounié School**

EMPLOYMENT HISTORY

- **2014** Training at Bank of Beirut-Jounieh
- **2013** Accounting at Bimarctech
- **2011-2012** Keyrouz bakery-jdeidetghazir
Cashier

IT skills

- Microsoft Word, PowerPoint
- Excel
- Outlook, Internet and email
- Access
- Equal

LANGUAGES

- ARABIC – Native
- FRENCH – Bilingual
- ENGLISH- Advanced/Intermediate