Rawan Ghassan Rahim

Lebanese  
Lebanon Tripoli El Qobbeh

June 22th 1995

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Education

**[2013 – 2016]**  **[Lebanese University - Tripoli]**

**Grade achieved: [Bachelor Degree in Business and Financial Institution]**

**[2010 – 2013]** [**Al-Haddadine high School - Tripoli**]

**Grade achieved: [Lebanese Baccalaureate: Sociology and Economics]**

**[2009 – 2010] [Ibn Khaldoun School - Tripoli]**

**Grade achived: [Lebanese Brevet]**

**Work Experience**

**[2009 – 2011] [*Copy centre – Assistant manager*]**

* Contribute to achieving sales target for the branch
* Resolve and respond to customer queries/complains
* Actively work pursues sales and customer retention

**[2015 (For 1 Month)] [BML Bank– Tripoli]**

* Costumers Service
* Trained on Bank System

**[2016 (For 1 Month)] [Accounting solutions – Tripoli]**

* Preparation of sales invoices
* Preparation of purchases invoices
* Preparation and input of journal vouchers

**Languages**



**English:** Very Good

**Arabic:** Fluently

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**Skills**

* Microsoft Office, Basics of working on PCs and other Softwares.
* A completed course in HUMAN RESOURCES MANAGEMENT with certificate.
* A completed course in SALES SKILLS AND COSTUMERS SERVING with certificate.

**Hobbies and Interests**

[Sports, Swimming and drawing]

References

Available Upon Request.