

 

g.k\_0321@hotmail.com

@grgs\_karam

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Socializing with friends and family  photography

watching movies and news food critic, recipe creation

outdoors sports(running, cycling, swimming, hiking)

**Dob:**

21/11/1992

**Address:**

Mina-Tripoli, Lebanon

**Phone:**

(+961)-71-993476

06-611593

**Marital Status:**

Single

**Language:**

Arabic : Advanced

English : upper-intermediate

French : intermediate

**INTERESTS and HOBBIES**

I'm highly flexible and enthusiastic individual who possesses acceptable amount regarding administrative and office procedures. I can absorb new ideas and experienced in coordinating, planning and organizing range of administrative activities and have the ability to work in a complex and busy office environment.

 Georges *Gergi* karam

2013-2014 **University of saint-Joseph**

 bachelor degree in business and management

2009-2010 **College National Orthodoxies**

 Lebanese baccalaureate in economics

April 2015 - current **Antonine Fathers school**

 administrative employee

April - June 2014 **NINI hospital**

 training at admission and invoicing in department

July-August 2012 **Banque libano pour le commerce (BLC)**

 training

Microsoft office  Dynamic 

Communication 

Team Work 

handle stress 

/georges.karam.7