🖂: Kafarsaroun El -Koura, Lebanon

 Behind Mondo Market

 El Khoury Building, 2nd Floor

🖰: Email:aleen891@hotmail.com

 For contact: 0096176751804

***ALEEN MOUNIR EL-KHOURY***

**PROFFESSIONAL OBJECTIVE:**

To be a part of a secure and well-established company where I can develop my knowledge and skills.

**PERSONAL DETAILS**:

Date of birth: April 18, 1992

Place of birth: Muscat, Sultanate of Oman

Citizenship: Lebanese

Marital Status: Female, Single

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree/Certificate** | **University / College** |
| 2010 - 2013 | BBA in Business and Management. Concentration Management | University of Balamand-Lebanon |
|  June 2009  | High school Diploma. | Bhimizzine High School-Lebanon |

**WORK EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| Period | Name of organization | Nature of Work |
| September 2012  | Bank Audi , Amyoun Branch-Lebanon | Internship Trained in all department of the bank |
| Fall 2012 - 2013  | [University of Balamand](http://www.linkedin.com/company/78144?goback=%2Enpv_227064448_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1_*1&trk=prof-exp-company-name)-Lebanon | Assisting the Dean of business in the university works |
| July 2013-August 2014 | Hilton Resort Salalah-Oman | Human Resource Department-Working as Human Resource Department clerk.(Updating new files and registering new team members in the system, interviewing new team members coordinating with the PRO for new & renewal visas, cancelations for visas, Transfers, doing the HR Report & Turnover, Holding the team member accommodation, ticketing for team members & new team members ,organizing the parties & activities.) Trainee in the Training Department (To train the new team members; Do presentations for the team members and train them). |
| November 2014- May 2015 | George Moussa Nassif for Trading –Lebanon  | Working as Travel Consultant(Administration & Office Management). |
| October 2015- June 2017 | Salem Education Center- Koura Lebanon  | Worked as Administrator, Human Resources, Accountant & UCMAS Teacher  |

**SKILLS:**

* Excellent in computer Microsoft skills: Word, Excel, PowerPoint, Internet skills
* Language fluent in English, Arabic.
* Excellent in research ,collecting and analyzing information
* Excellent Business communications
* Effective Team
* Able to work under stress.
* Good in Analytical Thinking
* Good in Marketing Skills

**HOBBIES:**

Photograph, Craft work, Reading, Music, Travelling, Swimming.

**REFERENCE:**

Available upon request.

 **Signature:**

 **(Aleen Munir El-Khoury)**