**Home address:** Beit Chabab, Street Al Nabba.

**Tel:** 70/46 47 40

**Nationality:** Lebanese

**Email:** **sako.taboujian@hotmail.com**

Dear Sir,

I am writing to enquire if you have any job opportunities. I enclose my CV for your information.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work with a great reputation and high profile like yours.

Yours sincerely

Sako Taboujian

**EDUCATION**

* **Haigazian University 2012-2016**

**BBA in Business Administration**

**Subjects includes:** Accounting, Economics, Finance, Management Information System, Computer Sciences, Marketing…

* **College Arslanian Djemaran, Bacc II 1997-2012**

**French Baccalaureate in Humanities**

**“A” levels:** Mathematics, Economics, Geography and Literature.

**WORK EXPERIENCE**

* **Cashier and Operator at B to B October 2014 – April 2015**
* **Internship at Bank of Beirut August 24 – September 24 (2015)**

**ACTIVITIES AND INTERESTS**

* **Sport:** Basketball & Ping Pong
* **Music:** Music is important to me; it reduces my stress and makes me more comfortable.

**OTHER COMPETENCES**

* **Languages:** English: excellent conversational and written English.

 Armenian: excellent conversational and written Armenian.

 French: excellent conversational and written French.

 Arabic: excellent conversational and written Arabic.

* **Software experiences:** Microsoft Office Word, Excel (advanced level) and Access.