**Curriculum Vitae**

**It’s an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.**

**Personal Information**

Name : Rana Itany

Nationality : Lebanese

Date of Birth : 22-05-1989

Place of Birth : Beirut

Gender : Female

Marital Status : Married

**Contact Details**

Address : Beirut – Ras Al Nabeh

Tel : 01/664732

Mobile : 76/62 61 60

E-mail : [Ranroun89@hotmail.com](mailto:Ranroun89@hotmail.com)

Ranroun89@gmail.com

**Education**

Baccalaureat: Lebanese baccalaureate philosophy at Saint-Joseph de l’apparition.

Licence: Translation at Univesité Saint- Joseph.

**Languages & Typing**

Arabic: Excellent in Writing & Reading

French: Excellent in Writing & Reading

English: Excellent in Writing & Reading

Courses: Efficient typing, MS word, MS office, internet searching, Power point, outlook.

**Work**

2013-2014 : Personal assistant for Chief Executive Officer at Trans Mediterranean Airways –Rafic El Hariri Airport – Beirut

2015 : Executive Assistant for CEO at Climacond.

2015-2017 : Teller at Bank Audi.

**Skills**

Microsoft Office outlook, excel, power point, word, HTML creators

Duties: Manage office paperwork which includes sending and receiving mails, sending fax, scanning, creating and organizing filing systems and managing correspondence, good communications skills...