**Reine Jurdy**

**Address:** Beirut, Choueifat Main Street

**Nationality**: Lebanese

**Date of Birth:** January 1, 1994

**Mobile:** 70775463

**Email:** Reinejurdy\_36@hotmail.com

**Objective:**

Seeking a competitive position in a leading bank or a multinational organization that requires well-developed financial, management, research and communication skills and meets my professional experience and academic qualifications.

**Education:**

* **Lebanese University**

**Bachelor Degree in Business Administration with Emphasis in Banking and Finance.**

* **General Science Baccalaureate, Chouiefat Official Secondary School, Graduated in 2012.**

**Certifications**:

2016 Outstanding Best Cashier in " Doculand & Maliks''

2016 Best Waww for making an edited video for whole staff .

**Work experience:**

* Cashier at Doculand Copy Center :

Preparing daily reports

Settling Accounts for companies

Payments from Cash clients

Invoicing For Companies

* Stationary at Docualnd Copy Center:

Preparing orders for Companies

Refelling Stock at Branch

Making offers for companies

* Stand by at Doculand Copy Center :

Filling the Gap in all branches .

**Achievements:**

* Supervisory training at Doculand Copy Center :

HR Courses

Customer service Courses

Operation Courses

Purchasing

English Courses

Managerial Courses

**Languages**

Fluent in English and Arabic (written and spoken).

**Computer skills**

* MS Office (Word, Excel, PowerPoint)

**Hobbies**

Reading, swimming, internet surfing

*References and Recommendations available upon request*