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| **Jradeh Khadija W.*****Nationality*:** Lebanese***Place and date of Birth***: Beirut February 23st 1986 |  |
| **Contact Information****Address:** Beirut- Lebanon **Phone:** 9613847239**E-mail:** cute\_douja@hotmail.com  | **Education** **2004-2007 :** Islamic University, Beirut, Lebanon Bachelor Degree Business Administration. |

**Skills**

**Computer Skills:** Microsoft Office (Word, Excel, Access and Power Point)

**Languages:**

|  |  |  |  |
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|  | **Written** | **Spoken** | **Read** |
|  Arabic | Native | Native | Native |
|  English French | Goodnormal | Goodnormal | Goodnormal |

**Personal qualities:** active team member, good communications abilities, distinct team leader and coordinator, high curiosity and creativity, like to accomplish my work perfectly, time manager, teaching abilities, presentable, sociable, helpful, self-motivated, and optimistic.

**Experience**

 -2013-2018- cashier and accountant at Rammal restaurant, Nabatieh

 - 2014-2015-field monitors at SHEILD association, Nabatieh district.

 - 2013-2015-cashier and accountant at Rammal restaurant, Nabatieh

-2010 - 2012 -> Sales at Lida Call MTC Touch Dealer, Nabatieh

-2008 - 2010 -> Sales at Class Cell MTC Touch Dealer, Nabatieh

-2007 - 2008 -> Accountant at Mini Mall Supermarket, Nabatieh

-2005 - 2006 -> Training at Lebanon Bank

-Training at Blom bank-Beirut.

**Hobbies and Activities**

**Hobbies:** Interested in philosophy, music, poetry, reading books.

**Interests:** Modern technology.

*▷ All needed and necessary documents or references are available upon request.*