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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 | Good  normal | Good  normal | Good  normal |

**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.*