CV

**Joumana Sawwan**

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**Personal Information**

* **Nationality:** Lebanese
* **Gender:** Female
* **Marital Status:** Single
* **Date Of Birth:** September 21, 1993

# Education

## BACHELOR DEGREE |2011- 2016 | LEBANESE UNIVERSITY FACULTY OF SCIENCES

* Major: Earth & Life Sciences

# Experience

## executive assistant manager | xpress lines – khoder mando | 2015-2019

* Being the executive assistant manager of a freight forwarding & customs clearance company requires various duties; coordinating departments & linking between offices in & out of Lebanon, following up customs requirements, creating customs declarations, preparing customs files from A-to-Z, dealing with clients, insurance, consultancy, supervision, organizing work plans…
* Reference : Mr. Khoder Mando: + 961 3 210 333

## Personal assistant | harmony for media distribution | 2012-2015

* Performing all secretary duties, organizing meetings and following up all requirements from A-to-Z.

**Skills & Languages**

* English , Arabic, Basic French
* Microsoft Word , Microsoft Excel , Adobe PDF , Power point (Excellent Computer Skills)