



Liliane Khoder Al Nashar

 Lilia Khoder AlNashar

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 Abou Samra- Tripoli- Lebanon

PERSONAL INFO

Marital Status: Single

Nationality: Lebanese

Date Of Birth: July/1/1991

PERSONAL SKILLS

Organised

Quick learner

Great presence

Effective listener

Ability to meet deadline

I try my best to achieve my goals

Excellent time management skills

Able to work independently in a

busy environments and also within

a team setting

SOFTWARE SKILLS

Word

One Note

Power Point

Excel

Word Press

TRAINING/ CERTIFICATES

IELTS -Level 7

Excel Training

Stress Management

**One-Year Career Development
and Placement Program**

Competencies achieved: Curiosity,
Communication Skills, Systematic
Thinking, Critical Thinking, Activity
Modelling, Process Modelling.

LANGUAGES

Arabic (Native)

English

French

HOBBY

Reading self-development books,
Morning Sport walking, watching
documentaries about pre-historic
age, Designing contents for social
media.

EDUCATION

2019  **Master of Business Administration**

2016 *Lebanese University*

- My final score: Good.

- I was one of the top students who were exempted from the entrance examination to the second year of master.

2015  **Bachelor in Business Administration**

2010 *Lebanese University*

2009  **Bac-2 Economic Science**

2008 *George Sarraf Official High School*

EXPERIENCE

Present  **University Of The People**

2022 *Business Instructor*

- Multinational Management- Entrepreneurship 1.

Present  **Al Fayhaa Tripoli – Service Company**

2020 *Office Administrator and Social Media Manager*

- Customer service.
- Expanding the business from locally to nationally.
- Responsible of the office's administrative work in general.
- Managing the interactions with customers on social media and by emails.
- Moving the business online which has resulted in increasing the business's profit 300%.
- Creating and managing all the business's online platforms (5 stars rating on Google).

2022  **Tutoring online**

2019 *Via Zoom App*

2022  **Al Bayan Islamic School**

Administrative Position

- Data entry.
- Submitting students to organizations that offers scholarships.
- Responsible of filing and organizing the files of the HR department.
- Responsible of the registration of the old and new student in the E-school program.
- Responsible of submitting the grades of the school's students on the Ministry of Education's program.

2021  **Dar Al Zahraa- School**

Teacher

- CAP1, CAP2, BP1, BP2

Oct 2019  **Nini Hospital**

Aug 2019 *Hr Internship*

- Data entry.
- Conduct employee's training sessions.
- Work on the company's system as an office coordinator.

Sep 2019  **UL Placement Program - Intelligile (Consulting Company).**

Jan 2019 *Hr Internship*

- Practice HR in general.
- Conduct employee's training sessions.
- Conduct screening interviews + give feedback.
- Collect data about the employees on excel and analyze them.
- Build the activity model of the recruitment process on MAP Program.