



Nabiha Samir Bchenati

CONTACT

📍 Tripoli
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PERSONAL DETAILS

Date of Birth : 1997/2/24
Nationality : Lebanese

SKILLS

Typing fast



Communication skills



Microsoft office



Time management



Data entry



LANGUAGES

-English (fluent)
- French (good)

OBJECTIVE

I love to work hard, very organized, a leader and love to grow at work, sociable and easy to integrate into the work environment no matter what, very successful in anything I learn and most importantly when I do something I do it with my heart.

EXPERIENCE

A private teacher for all subjects from primary school to university	2016/5 - 2023/9
Private teacher at home	
Trained teacher for people with special needs	2018/2 - 2018/5
Handicapped Forum	
Photography, montage and photoshop	2019/7 - 2019/8
Stage in cordax company	
Advertising and Marketing	2019/9 - 2019/10
Stage in Tripoli soap	
Delegates	2019/11 - 2019/12
Anera organization	
Proofreading and spelling correction	2020/10 - 2020/11
Stage in al tamadan newspaper	
- Selling military clothing - Working in the accounting department	2020/12 - 2020/6
Bahjat Ghanem Central District in Al-Qubba, Tripoli	
- Selling military clothing	
- Working in the accounting department	
Secretary and administrative coordinator	2021/6 - 2022/3
Dana group	
- Taking care of customer matters	
- Communicating with sources	

- Preparing and reviewing the leave and residency permits of foreign workers
- Preparing their insurances in the office
- Booking airline tickets
- Writing employment contracts and agencies for clients
- Verifying all files before delivering them to the customer
- Perform special archiving of files

Human Resources Officer

2022/3 -

Liban pack

2022/4

- Receiving the accounting department
- Monitoring the entry and exit times of workers
- Working on archiving the company's files
- Monitoring the workers section in the warehouses
- Monitoring workers in the maintenance and labor department

Public relations employee

2022/6 -

Save way

2023/12

- customer service
- Communicating with sources
- Preparing and reviewing the leave and residency permits of foreign workers
- Preparing their insurances in the office
- Booking airline tickets
- Writing employment contracts and agencies for clients
- Verifying all files before delivering them to the customer
- Perform special archiving of files

Officer senior manager assistant

2023/12 -

Warda beauty

2024/2

EDUCATION

Bachelor's degree in Arabic language

2019

Lebanese University, Faculty of Literature and Human Sciences, Third Branch

Master's one degree in Arabic language and literature

2020

Lebanese University, Faculty of Literature and

Human Sciences, Third Branch

Master's two degree in Arabic language and literature

2021

Jinan university

Media communications

2022

Cis college

COURSES

Anera organization

- Photography course
- Montages course
- photoshop course

Social integration association

English course level 1

Ruwad organization

- web development and programming level 1
- English course level 2

Ruwad organization

- Web development and programming level 2
- English course level 3