



# MARIAM RIFAI

Business Administration

## Profile

I am Mariam Rifai from Tripoli Lebanon, I was graduated from Azm University as a business student since 2020.

I am happy to work with you



## Work Experience

### Accounting and Data entry

Lal el Kheir ana winta

2020

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2021

- Complete the necessary clerical work for accurate accounting practices.
- Establishing statistics on poor groups by recording personal information about the congregation's beneficiaries
- Establishing groups by sorting beneficiaries according to regions to facilitate work and setting a regular program to prevent chaos.

### Accounting and management

#### Taleb services

2022

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2024

- Set up computers for ticket exporters and customer accounts.
- Reminding customers of the time of their plane's take-off to prevent forgetfulness.
- Enter personal information about customers, information about their departure date, and create a bibliography for each ticket..

### Design Maker

@designfor462

2024

- Creating advertisements and promotions by creating a page on Instagram to place advertisements.
- Make post , logo , CV for small company or agency (taleb services)

## Internships , work shops and conferences

- internship at Bank Of Beirut Tripoli for one month.( August,2018)
- internship at Raed Morhbi department in accounting (July,2020)
- Internship at Coop Kadisha for one month in accounting.(December2021)
- Training ICDL course at Azm University word, power point, excel.( October,2016)
- Business writing and digital marketing (December,2018)
- Interpersonal communication skills (November,2018)
- Public Speaking (October,2018)



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Daher El Ein Tripoli near to wooden bakery



Lebanese

## Education

- Bachelor of Business Administration.
- Technical Baccalaureate in Accounting and information.
- Brevet certificate in Accounting.

## Language

- English (very good)
- Arabic (very good)
- French (good)

## Hobbies

- Travelling
- Camping
- Running
- Watching educational films