

Nadine OSMAN

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📍 Lebanon | Oman
🌐 Lebanese
📅 29/10/1997

HOBBIES AND INTERESTS

- Reading
- Acting
- Theatre
- Playing sports
- Salsa Dance

COMPUTER SKILLS

- Word: ●●●●○
- Power Point: ●●●●○
- Excel: ●●●○○
- HTML: ●●○○○
- CSS: ●●○○○

SKILLS

- Problem solving
- Flexibility
- Team work
- Organization
- Communication
- Working under pressure
- Excellent communication skills



EDUCATION

2019-2020

Economy and International Finance: Master 1
Lebanese University - Faculty of Economic Sciences and Business

2015-2019

Economy: Bachelor degree
Lebanese University - Faculty of Economic Sciences and Business

WORK EXPERIENCE

2019-2020

Teaching at "Lycée Baher Al-Ouloum"

- Economy, High School
- French Language, Primary School

2018-2019

Administrative assistant at El-Youssef Hospital Center, North Lebanon

- Answering and directing phone calls to relevant staff.
- Scheduling meetings and appointments.
- Being a point of contact for a range of staff and external stakeholders.

2017-2018

- Executive assistant at "Crédit Libanais" bank for 6 months as a trainee
 - Answering phones and routing calls to the correct person or taking messages.
 - Filing and retrieving corporate records and reports
- Private University Lessons:
 - Informatique appliquée
 - Analyse Financière

INTERNSHIP

September 2019

- Workshop with "Injaz" at Lebanese University: Steering Careers
- Workshop with "Injaz" at Lebanese University: Business Ethics

July 2019

Training Sessions at the British Center in Teaching French language

LANGUAGES

Arabic: Native

French: Advanced

- DELF B2
- Test d'aptitude en langue française (Université de Saint-Joseph)

English: Fluent

Turkish: Beginner