

## **Douha M. kataya**

Biakout, Rue Al Ain-Kamal Saliba

Status: Married

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### **Professional profile**

My professional background attests to my adaptability and collaborative abilities. I have consistently developed my knowledge and abilities, and I have a strong grasp of organizing various tasks. Working in a demanding role with a fast-growing, dynamic firm calls for a high degree of drive, accountability, and inventiveness.

### **Objective**

Looking to become a part of a varied organization that supports and recognizes hard effort and exceptional performance while providing opportunity for professional growth and constant challenge.

### **Professional Experience**

#### ***Moyen Orien Bakery***

February 2020 – Present

##### *Cashier and Data entry*

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate.
- Collecting payments in cash.
- Ensure that inventory records and data are up to date.
- Filing.

#### ***Saint Georges Zalka***

January 2018 – February 2020

##### *Secretariat*

- Answering phone calls and redirecting them when necessary.
- Managing the daily/weekly/monthly agenda and arranging new meetings and appointments.
- Preparing and disseminating correspondence, memos, and forms.
- Filing patient profiles.

***Moyen Orien Bakery***

*Cashier*

September 2014- June 2017

**Hair Dressing**

*Salon Elie Zayate- Fanar*

June 2010- April 2014

**Full Agenda school tutorials**

2011-2015

**Education**

I.T.S.T.C (2<sup>ND</sup> year accounting) , 2020

L.O.F Jdeide, 2013

**Skills**

Computer

*Microsoft Office (Word, Excel, PowerPoint, and Outlook).*

Communication

*Organized, patient.*

*Capable of handling numerous jobs at once.*

**Languages**

Arabic, English and French (written and spoken).

**References**

Available upon request.