

Raja F. massoud

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Marital status Married



OBJECTIVES

I'm looking for a job opportunity in the following domains...

- Administrator / Assistant / Secretary in Schools or Corporations
- Maths / Science teacher for Middle School
- Writer / Translator / Editor / Proofreader in Media/Social Media/ TV.

EXPERIENCE

Student Supervisor | ISC (SABIS) – Muscat Oman

August 2018 – October 2018

Supervises grade 7 and 8 students each class of min 34 students

Sales Manager / Owner | Mini Market Khaled | Ain Jarfa

September 2016 – current

Owns and manages the Grocery and Hardware Store

Manager / Owner | The LightHouse

July 2016 – current

Owns and manages the Lighthouse

Designer / Trainer / Tutor

Translation | Personal Freelance(KSA)

September 2013 – current

Translation from Arabic to English and Vice Versa

Subtitling

Proofreading of scripts

Administration | Thamer International School(KSA)

March 2015 – June 2016

Teachers/Classes Timetables

Student Council Body Election program planning and executing

Librarian: organizing books and database software

Counseling to students and discussions about any topic in their concern

Training teachers to create their own sheets and exam papers using word

and excel

Maths / Physics Teacher | Thamer International School(KSA)

September 2004 – March 2015

Teaching Maths/Physics for middle/High school students (Grades 6-7-8-9)

Lesson planning

Exam designing

Maths/Physics Teacher | Lebanese Modern College(RL)

September 2002 – June 2003

Maths and Physics for Middle/High school students (Grades 9-10-11)

Lesson planning

Exam designing

PC technician | Personal Freelance (RL and KSA)

1999 – Current

Assembling/Maintenance of PCs from scratch

Formatting and installing Operating systems

Installing software required by clients

IT personal trainer | Personal Freelance (RL and KSA)

2000 – Current

PC basic/advanced Windows operating system
Ms Word/Excel basic and intermediate
Adobe Photoshop Basic and Intermediate
Miscellaneous software training upon request of clients

Private Tutor | Personal Freelance (RL and KSA)

2000 – 2016

Maths of all levels
Physics of all levels
English Middle School level

Translator/journalist | Orient Press (RL)

2001 - 2003

Translation of English News/Politics/Art reports to Arabic

EDUCATION

TOEFL – IBT – APCU – 8764-MUSCAT,OMAN

26th August, 2018 / Scores:

Reading..... 24
Listening 26
Speaking 24
Writing..... 23
All 81%

Lebanese University – Faculty of Sciences

1998 – 2004

Bachelor Degree in Physics (Old Curriculum)

Lebanese University – Faculty of Engineering

1996 – 1998 (finished two successful years then transferred to Faculty of Sciences)

Bachelor Degree in Physics

Marjeyoun National College

1993 – 1996

Lebanese National Baccalaureate (Grade 12 High School)

SKILLS

- Organizational and Planning Skills
- Writing/Reading/Translational/Editing/Proofreading (Arabic and English)
- PC/Internet comprehensive knowledge (Fast Researching Results)

HOBBIES

- Reading.
- Discussing politics and philosophy with educated people.
- Surfing the web for knowledge.