

Objective:

Seeking challenging continuous career in the Business Computing/Information System & Management in order to develop my technical skills and empower my Business Information abilities.

Personal Information

Date of Birth: 10/07/1992

Nationality: Lebanese*Status: Married***Education**

2016-2017	Lebanese University	Lebanon
	• Bachelor of Business Administration ○ Major: Management	
2011-2014	Lebanese University	Lebanon
	• Bachelor of Business Administration ○ Major: Business Computing	
2010-2011	Collège des Frères	Lebanon
	• Lebanese Baccalaureate ○ Major: Life Sciences	

Professional Experience :

March 2021 – Present

Store keeper
Superjus Company

Responsibilities :

- Keep a record of sales and restock the store accordingly.
- Manage and train store staff
- Ensure that the store is kept clean and organized .
- Mediate any confrontations between staff and clients .

Feb 2016– Present

Administration IT and System Support
“May” Lebanese official school

Responsibilities :

- Help in the maintenance of Soft/Hard ware.
- Data Entry
- Admin assistant.

Feb 2017– Present

Math Teacher

“Al Saada ” Lebanese official institution

Responsibilities:

- Teach Math to BT (grade 12) students 2 hours per week

Oct 2017 – Jun 2018

Math & Accounting Teacher

“ LIT ” Institution

Responsibilities:

- Teach Math to BP (grade 9) students 2 hours per week
- Teach Accounting to BP (grade 9) students 4 hours per week.

Feb 2017– Jun 2017

ICT Teacher

“Ain El-Dahab” Lebanese official institution

Responsibilities:

- Teach 2 hours per week for CAP (grade 6) students

Feb 2014 – Jun 2017

Math & Accounting Teacher

“ Al Hamidi ” Institution

Responsibilities:

- Teach Math to BP & BT (grade 9-12) students 2 hours per week.
- Teach Accounting to BP (grade 9) students 4 hours per week.

Feb 2014 – Feb 2015

Business Advertiser and System Support

Licha Services company

Responsibilities:

- Create and Post the advertisements on the web.
Specialty in Facebook, Instagram, LinkedIn... etc.
- Help in the maintenance of Soft/Hard ware of Licha.

Nov 2013 – April 2014

Web Programmer and Developer

Adhene company

Responsibilities:

- Develop of the web using HTML/PHP
- Design and organize the web using CSS.

Courses and Trainings:

Courses:

Principals of Marketing
Financial Analysis
Java
Data Base
E-Business
Operational Resource
Web Development
Analytical Method of Information
Networking
OOP
Advertising
Data Structure
Data Security

Trainings:

Make a difference
Environmental Awareness
Advocacy

Skills:

Analytical skills, time management, self-discipline, team motivation and ability to interact with management.

Languages:

English, French, Arabic.

Interests and Activities

Football, Internet Browsing, Biking

References:

- Dr. Ahmad Chahin - Associate Professor - Lebanese University (Lebanon)
+961 03 859 796
- Dr. Fadi Shakik - Previous Director - ULF University (Lebanon)
+961 03 546 528
- Abdullah Ayyoubi - Senior Electrical Engineer - AECOM (Abu Dhabi)
+971 55 994 7313
- Mrs. Amal Sabbagh - Manager - May official school (Lebanon)
+961 03 713 264
- Mr. Barrak Mou'meri – Manager - Farah Antoun official school (Lebanon)
+961 70 066 704