

SAMIR AHMAD ATTAR

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PROFILE

Hard working business graduate, especially in a challenging task, with excellent organizational skills. Interested in a Job that can help in improving my skills and seeking for good opportunities and higher positions that one can reach while contributing to the objectives of the organization.

EDUCATION

Lebanese American University (LAU) - Beirut, Lebanon Sept. 2013 – June 2016
Bachelor of Science in Business Studies – Management

Lebanese Baccalaureate – Economics and Sociology (ES) /2013
Rawdah High School

EXPERIENCE

1- Makassed Philanthropic Islamic Association of Beirut March 2018 - Present

Human Resources Officer: Personnel Information System, assisting in Payroll, providing employees contracts, working statements, and staff cards, submitting reports & statistics, and performing employee history reviews.

2- Monty Mobile October 2017 - November 2017

Business Executive: Messaging (Training):

- Analyze competitors' activities in terms of direct coverage, selling rates, etc.
- Responsible for managing current SMS volumes collected to A2P and P2P Exclusives or directs
- Analyze traffic flow on daily basis, and checks immediately with clients the reason for significant volume decrease/stopping transmission to specific network and work on regaining the traffic
- Follow up technical team in order to check daily blocked & leakage traffic to direct mobile operators & clients
- Keep track of any blocking rules added on the client operator SMS Firewall
- Report to the management on daily basis with the leakage and action took against it
- Build direct contact with OTT in order to comply & follow up on traffic collection
- Get in touch with sales team in order to collect the targeted traffic
- Monitor any traffic drop & indicated the reason behind along with the action that should be taken
- Analyze CDRs and out the requirements of any analysis tools needed

3- Travel Bureau

November 2016 – August 2017

Travel Consultant: Promoting and booking traveling arrangements for clients (individuals or businesses). Enhancing satisfaction and acquire an expanding and dedicated clientele by giving best offers and making packages.

4- Middle East Airlines

August 2015 (1 Month)

Human Resources Department (Intern): Applying Oracle concerning staff's promotion, attendance, schedules, sickness, overtime, and unpaid or paid leave. Learning airline laws concerning staff, recruiting, and airline regulations. Working on several tasks including updating database, and payroll.

5- Participated in an NGO: Beirut Marathon Association.

Spring 2015

SKILLS

Computer: Personnel Information System, Parameter, B-Pal, Scarlet, Sabre (Travel Network), Oracle Software, Microsoft Office (Access, Excel, Word, PowerPoint) & Adobe InDesign and Photoshop.

Presentation: Developed ability to produce reports and presentations to a professional standard.

Analysis & Evaluation: Proficient in assessing data and formulating solutions.

Organizational: Effective at time management and very organized in prioritizing tasks to attain deadlines.

Interpersonal/Communication: Strong team working, leadership and communication skills.

Language: Arabic: Fluent English: Fluent French: Fair Italian: Beginner

Interests and hobbies: Table Tennis - Basketball – Volleyball - Athletic Games -Turkish Dama -Cooking.