

## Mohammad Malek Jamal Jrab

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**Personal info:** Nationality : Lebanese  
Date of birth : 26-6-1995  
Marital status: Single

**Objective Education** **Khalid Bin Al-Walid School Makassed** (Economics and Sociology)  
**Beirut Arab University (BAU)\**  
Commerce and Business Administration 2018.  
***Management Major***

**Languages** Arabic , English

**Computer skills:** Microsoft Office Word, Excel & Power point.  
IC3 Digital literacy certification(February 2018)

**Training Experience:** **1- Samer Abou Laban for Running Shutter**  
20 Aug 2015 till 30 Sep 2015:  

- Responsibilities included filing, faxes & Emails
- Customer relation, acquired new clients
- Sales

15 July 2016 till 30 Sep 2016:  

- Same as above

**2- ARACO**

- Working at ARACO for Asphalt Lebanese S..A.L as Admin from/14-5-2017 till 20/8/2017, Responsibilities included Filing, Faxes & Emails.

**Working 2019-Present:**  
**1- ABED TAHAN - January 2019**

- Working at Abed Tahan Company ( Buy Express department) as Data Entry.

**Characteristics:** Flexible with work areas and able to  
Communicate with people at all levels.