

Abdallah Karam

Aichabakkar- Beirut - Lebanon- 29/03/1996 ▪ T: +961 3855503 ▪ abdallahkaram@gmail.com

EDUCATION

**Bachelor of Science in Business Studies,
Emphasis in Information Technology Management
Lebanese American University (LAU) - Beirut, Lebanon**

Expected Jun 2019

PROFESSIONAL MEMBERSHIP

LAU Event Organization Club

RELATED EXPERIENCE

IT Support Office, LAU – Beirut, Lebanon

Aug 2014 – Jun 2015

IT Support Assistant

- Helping organize and maintain office common areas
- Performing general office clerk duties and errands
- Aiding with client assistance
- Performing system software upgrades
- Assisting IT Support project

Qitabi NGO- Beirut, Lebanon

Feb 2018 – Mar 2018

Data Entry Operator

- Compiling, verifying accuracy and sorting information to prepare for computer entry
- Entering data from source documents

Local Computer Repair Shop- Beirut, Lebanon

Jul 2015 - Aug 2016

Technician Assistant

- Assist in everyday tasks of the repair assistant
- Assembling computer based on customer requirements
- Assist with customer software related issues
- Refurbishing old laptops

COMMUNITY SERVICE AND VOLUNTEER EXPERIENCE

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| • Volunteer – G NGO | Mar 2018 |
| • Volunteer – Ajjalouna | Jun 2014 |
| • Volunteer – Green Peace | Apr 2014 |
| • Logistics Team – Lau Spring Fiesta - Beirut, Lebanon | May 2017 |

WORKSHOPS

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| • Digital Skills Program- Bank Audi head office, Beirut, Lebanon | Feb 2019 |
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ADDITIONAL INFORMATION

Languages: Fluent English and Arabic

Computer Skills: Microsoft Excel, Microsoft Access, Microsoft Visual Basics, WordPress, IBM SPSS, SAP ERP

Programming Languages: Intermediate skills in Java, JavaScript, HTML, beginner skills in C#