

Mohieddine Samir Mneimneh

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To bring to your organization enthusiasm, dedication, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through experience

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Education

Management Information System (MIS) MUBS – Cardiff Metropolitan University 2016-(Graduate in 2019)

Lebanese Official Mechanic BT-III Mechanic
Institute Chamsedine Islamic– Beirut, Lebanon
2013-2014

Trainings & Certificates

Time Management – Alison Online Course - 2019

Microsoft Office Specialist CertiPort - 2018

Microsoft Technology Associate CertiPort - 2018

Microsoft Certified Educator CertiPort - 2018

ODK Training – UNHCR 2016-2017 RAIS

Training UNHCR 2016 – 2017 VaSyr Training

2015 – 2017 Mosaic LGBTI GBV Training Mosaic

Fire Safety – Makhzoumi Foundation 2016

Time Management – Makhzoumi Foundation 2016

Microsoft Office Excel, PowerPoint and Word Course
Certiport - MUBS 2014

Skills

- ✓Leadership
- ✓Planning
- ✓Team Work
- ✓Creativity
- ✓Communication
- ✓English Language
- ✓Arabic Language
- ✓French Language
- ✓Persuasion
- ✓Greeting

Experience

Logistics Assistant & IT Officer (Assist in preparing the purchases for Cesvi Lebanon, relate with suppliers to obtain quotations and purchase goods, Assist Project staff in organizing field activities, Installing and configuring computer, hardware, software, systems, networks, printers and scanners, Ability to deal with all Type of users, Providing support on Site or Via Phone)
Cesvi Foundation Onlus
2018 – Present

Data Officer Distribution & Monitoring (ODK Forms & reporting weekly and monthly bases)
Makhzoumi Foundation – UNHCR Project
2017 – 2018

IT officer (Installing and configuring computer, hardware, software, systems, networks, printer and scanner,) & **Junior Logistics**
Makhzoumi Foundation – UNHCR Project
2016 – 2017

MEAL Officer (Support the development of M&E Plans, Planning and implementation of baseline surveys, Organize field activities, Support data analysis)
Makhzoumi Foundation – UNHCR Project
2014 – 2015

Senior Sales
Landmark Splash Then Lifestyle
Beirut 2013 –2014

Computer Skills

- ✓Microsoft Office (Word, Excel, Power Point, Access)
- ✓PHP, HTML, JavaScript, CSC, C#, SQL (Beginners')
- ✓Outlook, Gmail, Google Drive
- ✓PET – Citrix Team Viewer – ODK – Survey