

Samer El Chalouhy

+961-71704245

E-mail: samer.elchalouhy@hotmail.com

Date of Birth: 28/02/1992

Education:

Holy Spirit University of Kaslik (USEK) – Faculty of Business, Kaslik - Lebanon

MBA Degree in Marketing [2014-2018]

Holy Spirit University of Kaslik (USEK) – Faculty of Business, Chekka - Lebanon

Bachelor Degree in Business Administration [2010-2014]

Professional Experience:

Company Name: Lebanese University, Faculty of Fine Arts and Architecture [2015-present]

Position Held: Student Affair Specialist

Tasks:

- Handle student registrations and issue certifications and diplomas using Sisol and Citrix management software.
- Issue schedules during student registration cycles to optimize the registration process.
- Supervise entrance exams, midterms, and finals.
- Advise students on all matters pertaining to registration, orientation, and technical support services.

Internships:

Company Name: Credit Bank, Amioun - Lebanon [07/2014]

Extensive training and work on customer's request (accounts management, transactions) using ICBS

Company Name: Cimenterie Nationale, Chekka - Lebanon [07/2013]

HR assistant for all employees' data handling (Payroll, Timesheets, Overtime)

Company Name: Bterram Accounting Team, Bterram - Lebanon [06/2013]

Balance Sheets and Bills handling and submitting to Ministry of Finance

Skills:

Language:

English: Fluently read, spoken and written

French: Fluently read, fairly spoken and written

Arabic: Native language

Workshops:

Mastering Digital Marketing (USEK Continuity Learning Center- UCLC) [02/2019]

Computer:

Microsoft Office (Word, Excel, PowerPoint)

Citrix Software (resource and schedule planner)

Professional:

Strong knowledge of regulations and policies in student affairs at Lebanese Universities.

Mystery shopping in the F&B and banking sectors.