

Ihab Timani

Curriculum Vitae

Date of Birth: March, 29th 1992

Nationality: Lebanese

Cell Phone: 0096170008795

Address: Aley – Lebanon

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CAREER OBJECTIVE

My aim is to demonstrate the skills which I have and to progress new skills in your company.

- Great worker under pressure
- High sense of creativity
- Leadership
- Perfect customer service

EDUCATION

- National education and arts school aley (Grade 9)
- accounting and computer science (NBC - Novelty Business Center – Aley)

Language	Understood	Written	Spoken
Arabic	Native Language	-	-
English	Excellent	Excellent	Excellent
Français	Moderate	Good	Moderate

COMPUTER SKILLS

- Information technology software and hardware
- Professional in Microsoft word, Excel, Power point.
Typing: Arabic, English and French
- Corel Draw
- Emails
- Scanning
- Print out
- Illustrator

WORK EXPERIENCE

TSC PLUS (Ashrafieh – Sessine) **2008 Till 2009**

Customer Service

Darine International (Starbucks Ashrafieh – Sessine) **2009 Till 2010**

Professional in POS and in customer service

- Helping customers
- Doing all the daily tasks
- Helping in visual merchandising
- Helping in inventories
- Receiving products
- Training new employees
- Cash Deposit in the bank

SMART PC (Aley – Main Road) **2010 Till 2012**

- Computer Maintenance

**Fixing and selling All Types of Computers
(Software and Hardware)**

Jarir “Digital Printing Center” (Aley – Ain Hala) **2012 Till 2013**

- Information Technology
- Typing
- Photocopy
- AutoCAD printing
- Emails & Scanning
- Vinyl Cut
- Printing on souvenirs (Mug, Puzzle, Crystal, Rock, etc...)

Ghandi’s Bookshop (Aley – Main Road) **2013 Till Now**

- Information Technology (Software and Hardware)
- Professional in Typing Arabic, English & French
- Photocopy
- AutoCAD printing
- Emails & Scanning
- Corel draw
- Illustrator
- vinyl cut
- Printing on souvenirs (Mug, Puzzle, Crystal, Rock, etc...)
- Western Union
- Online money transfer OMT
- Helping all sections

- **Supervisor**

OTHER EXPERIENCES & SKILLS

- **Attending many seminars and training related to the retail business in Lebanon**
- **Conducting many market studies for competitive brands**
- **Producing perfect customer service**

REFERENCES

Dareen international Tel: 01757000

Smart pc Tel: 03539009

Jarir Tel: 05559080

Ghandi'sbookshop Tel: 05552294