

# Amir Charaf

Civil Engineering

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## PERSONAL DETAILS

Nationality: Lebanese

Date of Birth: January 24, 1999

## OBJECTIVES

Pursue a challenging Internship with a progressive institution where I can further utilize my educational background in order to gain new competencies and build a professional career.

## EDUCATION

**2017-PRESENT**

**Civil Engineering Undergraduate**

- Third Year (semester 6)
- Expected senior Year: 2022

**2016**

**Lebanese Baccalaureate**

- Life Science Series

## Professional Experience

- **Grand Cinemas Lebanon:**

July 2017-Present

- Customer Care-Call Center department Supervisor:
  - Handling Weekly Staff Schedule.
  - Assigning Daily Staff Duties And responsibilities.
  - Providing Weekly Reports for Management.
  - Weekly Data Entry.
  - Monthly Payroll Preparation.
  - Collaborating with different sites around Lebanon.

- Providing Periodic Staff Trainings.
- Handling Customer's bookings, inquiries and complaints.
- Participating in Customer Service and Communication Skills Seminars organized by the company.
- Ticketing Box Office.

## Trainings

- **HA Architects:**

May-June 2017

- Site Trainee:  
Ordering Required Materials.  
Preparing Basic BOQ .  
Preparing Weekly Bills Sheets.  
Collaborating with Site manager, foremen...

## Skills

Languages: Arabic (mother tongue) (Very Good) - French (Very Good) - English (Good).

- Microsoft Office (Word, Powerpoint, Excel), AutoCAD .

- **Personal characteristics:** Sense of responsibility, communication and quick learning ability, integrity, professionalism, respect for diversity, results orientation and accountability, planning and organizing, communication and trust, team orientation, client orientation, organizational, leadership.

## Extra Professional Activities

July 2016

Moon Land Park – Machghara, West Bekaa,  
Lebanon

-Educator, monitor

May 2014 - Currently

Chorus member, Jil Al Ghad –Machghara,  
Lebanon

Sporting activities: Basketball (Former@ Club Al  
Shabibe Machghara), Cycling, Hiking.