

Moneer K. Berjawi

Beirut, Lebanon
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PERSONAL

Date of Birth: June 11, 1989
Place of Birth: Mazraa, Beirut, Lebanon
Citizenship: Lebanese

EMPLOYMENT

COMPULINE, Inc., Beirut, Lebanon
July 1, 2004 – July 30, 2005

Computer Maintenance Department

- Computer Repair
- IT Solutions
- Networking

Hawk Security Services, Beirut, Lebanon
July 31, 2007 – June 31, 2009

Security Team Leader – Beirut Marina

- Supervises Security Guards.
- Organize the time of duties.

Dolphin Team Co., Dbaye, Lebanon
May 2010-October 2010

Public Relations Position

- Make contracts with tourist companies to arrange boat rents.
- Manage the boat rentals department.
- Marketing

Solidere, Co. Beirut, Lebanon
January 1, 2010 – October 1, 2012

Operation and Maintenance Department

- Reception
- Organizes The entrance and exit of all guests to and fro the Marina
- Ensure making crew lists of the boats to give them to the official authorities.

EDUCATION

Solidere, Co. Beirut, Lebanon

October 1, 2012 - October 31, 2018

Logistics Supervisor

- Managing duty time
- Organizing employees jobs
- Monitoring the activities overall the marina

Opulent Knowledge School, Beirut , Lebanon

Brevet Certificate

2003-2004

Jamil Rawwas High School, Beirut, Lebanon

Life Sciences Certificate

2006-2007

Beirut Arab University, Beirut, Lebanon

Sciences

2007-2009

Chemistry (2 years Not Continued)

Beirut Arab University, Beirut, Lebanon

Faculty of Business and Commerce

2009-2012

1 year till graduation

American University Of Science And Technology, Beirut, Lebanon

Faculty of Business and Commerce

Management Information System - MIS

2013-present

SKILLS

Language - English (Excellent spoken and written)

-Spanish (Written and spoken – Fluent)

Computer Skills - Microsoft Office (I got certificate from CIS institution 2004)

- Hardware and software computer's maintenance(A+)

Cellphones Skills: -Operating basic maintenance for the cellphones

-Operating Hardware and software's maintenance

-Having several relations with whole sellers in Lebanon, -Dubai and China.

-I have all the essential relations to operate and manage a cellphone shop.

Customer Care Coaching: in 31/08/2012 I Got a certificate from
WYDNER coaching for customer care>

Personal Interests – I'm interested in making my personal trade, I import goods related to technology, especially computers, and I distribute them in the Lebanese market.

Hobbies – walking, Basketball, Swimming and Reading Economics books