

Ibrahim El Hariri

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Personal Information

Father's name: Muhieddine

Residency: Lebaa - Lebanon

Citizenship: Lebanese

Marital status: Married

Date of birth: 01 – June – 1989

Place of Birth: Saida - Lebanon

OBJECTIVE

Seeking senior position in the administration department in a reputable company to work in a challenging environment, within a young dynamic team, where I could gain and share knowledge continuously.

EDUCATIONAL BACKGROUND

1. **Bachelor in Business Studies - Management** – Arab Open University – 2010-2014.
2. **Bacc. 2 in Life Science** – Lycee Pascal – 2008-2009.

WORK EXPERIENCE

❖ Company: **Solidere**

Position: **Administrator.**

Date: **01/04/2012 – current (Beirut Marina)**

Job Duties: **Assist department / division manager within overall department needs and plans implementing.**

Responsibilities:

1. Acting as department manager in case of manager absence.
2. Assisting department manager within developing procurement plan.
3. Assisting department manager in coordinate with other divisions to source needed services.
4. Assisting department manager within developing yearly guidelines.
5. Assisting in directing and managerial needs.
6. Implementing plans developed by department manager.
7. Distribution and collecting of contracts and service charges.
8. Manage all department cash system.
9. Reporting plans progress to department manager.
10. Guidance of all department operators and insure all duties are made correctly.
11. Reporting to department manager if any problems occurred when plans implemented by the operators and suggest correction/solutions.
12. Implementing the administrative terms, policies and strategic plans set by the department / division manager.

13. To assist departments with their day to day administration tasks.
14. To provide administration assistance to the division management when required.
15. Implement new ideas and methods and continue to seek ways of both improving the contribution to the organization goals and enhancing the reputation of the company.
16. To identify the need for improved office procedures.
17. Administration of employee benefits.
18. Manage the filing, storage and security of documents.
19. Type and review letters and records and reporting it to the department / division manager.
20. Maintain the annual / absence leave management system for department employees.
21. Supervise customer services and repond to customer inquiries
22. Data entry and issuing bills and provide them to the accounting department. *ORACLE* JD EDWARDS accounting system.

❖ Company: **Solidere**

Position: **Control Room Operator - Part Time**

Date: **18/09/2014 – 01/09/2017 (Platinum Tower - Beirut)**

Job duties: **Handling the “BMS” Building Management System control (Parphyra System), also handling the FIRE SYSTEM (Simplex System) implemented for the tower with a daily reporting to the project manager.**

❖ Company: **Solidere**

Position: **Safety Agent**

Date: **01/09/2009 – 31/03/2012 (Beirut Souks)**

Job duties: **Observe and insure the implementation of safety terms and requirments in the beirut souks and reporting to supervisor in duty.**

COMPUTER SKILLS & QUALIFICATIONS

1. Generally accepted accounting principles
 2. Time and stress management skills
 3. Effective written, verbal and listening communication skills
 4. Computer skills including ability to operate computerized spreadsheet and Word processing programs at a highly proficient level.
- {Microsoft Office – Word – Excel – Access – Power Point}

LANGUAGES

	Speaking	Writing	Reading
<u>Arabic:</u>	Native Language		
<u>English:</u>	V,good	V,good	V,good

ACTIVITIES

2013 Certificate at firefighting Equipment's

PYROGUARD Co. S.A.L

2017 Yacht Crew Skipper

Ocean Maritime Academy *Authorized By ISSA*

2017 Yacht Crew License / Diesel Engine License / VHF (Short Range
Certificate) / Radar / First Aid / Sea Survival / Fire Fighting

ISSA Professional (International Sailing School Academy *UK*)

REFERENCES

Available upon request