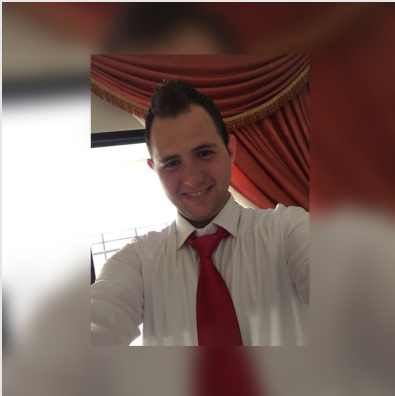


Bilal N. Faour



Contact

Address:

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Lebanon

Phone:

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Email:

Bilalfaour8@gmail.com

Languages

Arabic – Native Speaker

English – Reading & Writing

Summary

Syrian English Literature student at the Lebanese University, tech geek, update to date with every new gadget and apps.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Email Communication
- Innovative
- Work under pressure

Experience

Salesman in a mobile shop: 10/2016 to 05/2017

- Cashier
- Restock the phones
- Dealing with an unsatisfied customer

Personal Assistant: 10/2017 – 11/2019

- Managing schedules
- Entrusted with a lot of important responsibilities

Typist: Redesigned multiple books on demand.

Translator: I can translate from Arabic to English and vice versa

Researching: being able to do a lot of researches about different subjects

Education

Mid school graduation: Marwan Marshé, 2012, Syria

High School graduation: Sidon National School, 2016, Lebanon

Bachelor of English Literature: Lebanese University (ongoing)

Certifications

I have the ability to work in any workflow that has any of the of the Operating System wither it's macOS or Windows, I have been using both as a daily driver for 15 years.

I can work use the major programs like Word, Excel on Windows and their equivalent Pages & Numbers on macOS.

As well as I can type in the Arabic and English keyboards.

I'm a quick learner for any program that it can be used in the work.

Hobbies and interests

I like to keep up with trends on the social media and find out how every trend began and was it for and who is the person behind.

I'm interested of what large companies release in their keynotes like Apple, Microsoft.