

□ Chadi Mansour

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Personal

Date of Birth: 29 January 1982
Nationality: Lebanese
Languages: Fluency in Arabic and English.
Marital Status: Single

Personal Qualifications

- Excellent communication and interpersonal skills.
- The ability to cope with pressure.
- Excellent organizational and time management skills with multitasking.
- Business awareness and good knowledge of current affairs.
- Good teamwork, analytical and problem solving skills.
- Drive, competence, flexibility and willingness to learn.

Experience

Public Relation Officer (January 2003 – July 2018)
The International School of Choueifat (Sharjah – United Arab Emirates)

Responsibilities include:

- Overseeing, coordinating, and participating in School's transactions with different governmental bodies (Ministries, Municipality, Traffic Police, etc...)
- Staff Visa Issuance.
- Manage School Trips.
- Manage School Buses.
- Manage School Drivers.
- Manage School Accommodation maintenance and security.
- Handle teachers complaints.

Maintenance Officer (July 2000 – Decemeber 2002)
The International School of Choueifat (Sharjah – United Arab Emirates)

Responsibilities include:

- Coordinating school and accommodation security.
- Coordinating school and accommodation maintenance.
- Coordinating school vehicles maintenance.

Skills

- Microsoft Word.
- Microsoft Excel.
- Microsoft Access.
- Microsoft Powerpoint.
- UAE Online Government System.

Hobbies

- Basketball, football and swimming.

References

- References available upon request.