

Omar El Damerji

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EDUCATION

Lebanese American University (LAU) – Beirut, Lebanon
MBA – Master of Business Administration

December 2018
CGPA: 3.97

Lebanese American University (LAU) – Beirut, Lebanon
BS in Business Studies with emphasis in Accounting
Distinction List

May 2016
CGPA: 3.67

Notre Dame High School – Beirut, Lebanon
Lebanese Baccalaureate – General Science

June 2012

EXPERIENCE

Marketing Department, ULTIMA – Beirut, Lebanon

Oct-19 – May 20

Administrative Associate – Assisted the upper-management in the preparation of daily & monthly reports, SWOT analysis, data entry, invoices, pricing/re-pricing, contacting wholesalers, general drug stores and sales-men (supply-chain), marketing research on medicaments and various administrative tasks

Budget Office, LAU – Beirut, Lebanon

Sept 18- June 19

Budget Officer - Assisted the office in budget transfers, data entry, files reconciliation, files preparation, reports analysis, invoices, daily reports, contacting different departments and various administrative tasks.

School of Business/Finance & Accounting Department, LAU – Beirut, Lebanon

February 2016 – June 2019

Graduate Assistant- Assisted the office in EMBA program logistics and various administrative tasks.

School of Business/Finance & Accounting Department, LAU – Beirut, Lebanon

February 2016 – July 2017

Graduate Assistant- Assisted in tutoring students on different business topics.

KPMG – Beirut, Lebanon

June 2015

Intern- Received training on the various accounting and auditing standards and principles.

EXTRACURRICULAR ACTIVITIES

Al Ettihad – Volunteer

2012-2020

Assisted in gathering financial/non-financial aids and helping people in need.

Beirut Marathon – Staff Manager

Nov 15 & Nov 16

Assisted in the logistics and management of the event and various programs.

SKILLS AND COMPETENCIES

Business: Analytical, communication, persuasion skills, time management, team work (number one in the Capsim Simulation game), highly motivated and hardworking.

Computer: Proficient use of Microsoft Office (Word, Excel, Power Point & Outlook), good knowledge in using Oracle and POMQM.

Languages: Fluent in English and Arabic, good knowledge of French.