

TANOS RAHME

Management Information System

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| Nationality: Lebanese

OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my programming, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the information system developing sector.

PROFESSIONAL EXPERIENCE & INTERNSHIPS

July – 2021 – October – 2021 **Trainee (Internship)** **Sedia Marketing** **Zalka**
Advertising Agency

Responsibilities:

- Learn how to develop different website with their design.
- Build WordPress website.

April – 2019 – October – 2019 **Promoter** **Select Agency** **Achrafieh**
Promotion Agency Responsibilities:

- Be the primary point of contact with customers.
- Build long-term relationships with them.
- Promote items of a specific brand and encourage client to buy offers.
- Communicate for the customer and the agency and ensuring both parties are happy.

August – 2017 – September – 2017 **Trainee(internship)** **Banque Du Liban Jounieh**
Lebanese Central Bank

- Do a project about role of the central bank of Lebanon.

December – 2015 – December – 2018 **Cashier and Crew** **McDonald's City mall Dora**
Fast Food Restaurant

- Registers sales on a cash register by taking order from the customers.
- Make correct change and following store policies on coupons and gift cards.
- Greeting customers and making them feel welcome as they enter the restaurant.
- Communicate the customer complaints directly to management and attempt to resolve them.
- Processes return transactions.
- Keep the designated work area clean at all times.

- Perform a variety of food preparation, such as preparing burgers and salads, slicing vegetables, and stocking kitchen for rush periods.

EDUCATION

2014 - 2021

Bachelor Degree

Lebanese University (Faculty of Economics Sciences and Business Administration) – Achrafieh

1999 - 2014 Bacc 2

College Maten El Chemaly

LANGUAGES

Arabic | French | English

COMPUTER SKILLS

MS: Windows, Word, Excel, PowerPoint, Visio
Visual Studio, Notepad++

REFERENCES

Available Upon Request.