

MICHEL SALIBA

ADDRESS: BTEGHRINE, EL METN, LEBANON - **E-MAIL:** MICHELSALIBA2000@GMAIL.COM

TELL: +961 70 788255 – **LinkedIn URL:** <https://www.linkedin.com/in/michel-saliba/>

EDUCATION

Saint Joseph University of Beirut (USJ)

Bachelor of Business Administration.

Beirut, Lebanon

Sep 2018-Jun 2021

College Mariste Champville

Lebanese Baccalaureate in Life Science.

Dik I Mehdi, Lebanon

Sep 2003-Jun 2018

EXPERIENCE

Le Menuisier

Family Business

(Wood furniture manufacturers for Apartments, Offices, and many others.)

- Assisted in observing and handling over 20 employees' day-to-day activities.
- Partially maintaining customers interactions when needed.
- Handles employees matters, including documentation and related files.
- Constant collaboration with social media team.

Bteghrine, Lebanon

Jun 2015-Present

LibanPost

Internship

- Been responsible for customer management and data entry.
- Helped an average of 80 customers per day by responding to inquiries.
- Provided outstanding customer service, received 85% in customer service feedback surveys.
- Took a part in the mail and parcels flow by sending and receiving.

Beirut, Lebanon

Jul 2020-Aug 2020

(2 months)

MTV Production

Internship

- Experimented and observed within the marketing department as well as TV production.
- Provided technical assistance regarding the types of visual aids to be used.
- Devised and presented ideas and strategies.
- Promotional activities.

Naccache, Lebanon

Jun 2018-Jul 2018

(2 months)

Jar el-Ain Restaurant

Part-time

- Cashier and Food server

Zeghrine, Lebanon

Jun 2017-Aug 2017

(3 months)

EXTRACURRICULAR ACTIVITIES & INTERESTS

- Member and volunteer in Les Scout du Liban, Champville since 2008:
 - Leading a team of 15 adults, organizing environmental and social volunteering activities, and managing funding events and delegation of tasks.
 - Worked in a team of 100 people to organize "Kermess Le Grand Manitou" at Champville in 2017 and 2019, raising more than \$90,000.
- Participant in the 23rd World Scout Jamboree in Japan in 2015.
- Member of Champville's athletics team (2014-2019).

ADDITIONAL INFORMATION

- Languages: - Arabic: Native language, professional
 - French: Proficient
 - English: Intermediate
- Computer Skills: - Microsoft office suite (Word, Excel, Access and PowerPoint),
 - Libanpost Lipos-UPU
- Skills: - Responsibility
 - Team Work
 - Trustworthy
 - Communication
 - Emotional Intelligence
 - Organization