



IBRAHIM MASRI

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OBJECTIVE

MIS graduate with managing database and updating reports, seeking a job that utilize my skills and experiences as well as my passion to become a person who will produce advanced ideas and outlook.

EXPERIENCE

Lebanese Army - Ministry Of Defence, Yarzeh (2017-present)

Secretary

- Handling correspondence
- Organizing and servicing meetings
- Planning and updating office calendar
- Managing database and updating reports
- Liaising with relevant partners
- Data entry
- Write, prepare and send daily reports
- Handling employees administrative problems

UCCM United Company for central markets (2016-2017)

Assistant Manager, Data Entry

- Communication: Communicates effectively with Clients, Members of Management, and Store Associates
- Take lead on floor to supervise team and manage store operations when Store Manager and Assistant Manager not present in store; be fully responsible for opening and/or closing of store for assigned shift
- Foster a work environment for teamwork, productivity and employee engagement
- Uphold company and store standards, policies and procedures
- Replaces employee absence like cashier and stocker

EDUCATION

Bachelor's in Management Information System (Gpa : 3.0) graduated from Lebanese International University.

School: Rafic Hariri High School – Lebanon, Aramoun. (Baccalaureate in economy and sociology)

SKILLS

- English and Arabic written and verbal communication skills
- Skillful in Microsoft Office (Word, PowerPoint and Excel)
- Skillful in Java script, mysql, tableau.

PERSONAL INFORMATION

- Current location: Beirut – Lebanon
- Nationality : Lebanese
- Date of birth: 19-March, 1999
- Marital status: Single

Reference: Available upon request.