

HADI TAHA

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GENERAL ADMINISTRATION SERVICES: Receives and examines passport applications for completeness and verification of the identity of the application and examines the evidence of citizenship submitted with the application to determine authenticity. Achieve all data entry needed and follow up with citizens. Fluent in Arabic, moderate French and basics of English.

AREAS OF EXPERTISE:

- Good knowledge of computer
- An independent worker who successfully meets the challenges of a fast-paced environment
- providing data entry and administrative support to a large department
- Skilled in planning and organizing with the ability to complete tasks on deadline
- Excellent communication skills
- Ability to adapt quickly to surroundings
- Ability to work under pressure
- Ability to learn new tasks
- Web Development : front-end (HTML 5, CSS , Bootstrap , javascript)
- Mobile Web Application : flutter .
- Data Base : SQL
- Language : C++ , Java , dart .

CAREER EXPERIENCE

LEBANESE GENERAL SECURITY, Beirut - Lebanon

Description:

General administration at the Lebanese General Security public sector 2013-2021

Work as data entry, passport assistance, front desk role, follow up with the citizens and collect data.

Roles and Responsibilities:

- Review and check applications and supporting documents.
- Scan documents into database.
- Preparing notices and pursuits related to investigations, to entry ban, or to travel ban.
- Delivering permanent and/or temporary residence permits.
- Collecting Data concerning political, economic and social issues, in the service of the government..
- Supervising the preparation and implementation of security measures.
- Scan documents into database.
- Gather information in a strategic manner to acquire most relevant details.
- Follow up with customers to ensure issue has been resolved.

EDUCATIONAL BACKGROUND

MATIN UNIVERSITY COLLAGE (MUC) 2020-2021

STILL WORKING ON THE BA IN COMPUTER SCIENCE

ISLAMIC UNIVERSITY

ONE YEAR BIOMEDICAL ENGINEERING -2013

LYCEE SAINT PATRIE

LEBANESE BACCALAUREATE [LIFE SCIENCE] CLASS OF 2012

REFERENCES ARE AVAILABLE UPON REQUEST.