

AHMAD SAMIR ALLOUCHE

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OBJECTIVES:

Seeking a challenging and stimulating position in a company or organization that will employ and enhance my experience in the field of Business, Employment or Management.

PERSONAL INFORMATION:

- Date Of birth: 21/9/1997
- Place of Birth: Saida, Lebanon

WORK EXPERIENCE:

(10/2020 - 6/2022)

Planet Corporation – Beirut/Lebanon

Full-Time Administrative officer

Duties & responsibilities:

- act as the point of contact for all employees.
- supporting and overseeing teams.
- providing administrative support and managing their queries.
- Main duties include managing office stock, preparing regular reports and organizing company records.

EDUCATION:

[2016-2017 / 2021]

Bachelor's Degree in Business Administration

Eastern Mediterranean University / Turkey – Northern Cyprus

Skills acquired during education:

1. Business and Management skills
2. Admin Skills
3. Sales and Marketing skills
4. Finance skills

TECHNICAL SKILLS:

- Managing workload, meeting deadlines and being always organized.
- Using appropriate techniques to move others to action or to gain agreements
- Organizing folders, documentation, projects, tasks, and business activities.
- Dealing with numbers, figures and calculations in a financial context.
- Customer Service
- Computer Skills (Word, Excel, PowerPoint).

PERSONAL SKILLS:

- Time management.
- Problem solving and flexibility.
- Communication and Technology skills.
- Confidence, leadership and Teamwork.

LANGUAGES:

- Arabic : Mother tongue
- English: Fluent
- Turkish: Intermediate