

Maryam Jaber



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Beirut, Lebanon

Summary

I am a fast learner and a hard worker who is ready to prove my skills. I have completed my bachelor's degree in Management Information Systems and am seeking a full-time role that suits my qualifications. I have a total of 5 years of experience in administrative positions and 1 year in Front-End and Back-End based apps, including analysis, design, development, and integration.

Qualifications

- **Operating System:** Linux, Unix, Ubuntu, Windows.
- **Programming Languages:** HTML, PHP, CSS, SQL, OOP, JavaScript, TypeScript, Angular, C#, Foundation6.
- **Soft Skills:** Customer Service, Data Entry, Written Communication, Sales, Rigor, Autonomy, leadership, teamwork.
- **Languages:** English, French, Arabic.

Experience

2020-2022

Ground crew agent

Rafik Hariri airport, Beirut, Lebanon

- Data entry &
- Complete Check-in procedures
- Completing Reservations
- Providing information to passengers.

2018- 2019

WEB developer

Sayidati magazine, Beirut, Lebanon

- Coding in HTML, CSS, JavaScript, PHP, and various WEB design languages
- Creation / Testing of WEB applications
- Collaboration with various entities (Graphics designers, etc.)
- Presentations of conceptions/designs of WEB sites
- Maintain the life of the WEB site and carry out the necessary updates
- Site Design / Technical Aspects Manager (Speed, Traffic, Flexibility, etc.)
- Coding using best development practices (well designed, testable, efficient)
- Create a layout/user interface of the website using HTML / CSS standards and practices
- Integrate data from various services and Frontend databases
- Create and maintain user guides
- Maintenance, expansion, and shaping of the site
- Basics of Search Engine Optimization

2013-2016 Senior Sales and Customer Services Representative Aishti, Beirut, Lebanon

- Support customers
- Provide information about different products
- Complete Sales and Return transactions on the system
- Ensure that company rules and procedures are followed.
- Report any issue and raise continuous feedback to the management.

Education

- **Bachelor of Science in Management Information Systems 2011-2015 -**
Lebanese International University LIU, Beirut, Lebanon.

Certificate

Iata Certificate – 2021 (Rafic Hariri Airport).

References

References are available upon request.