

OMAR SHKEIR

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Profile

- *A goal-oriented and insightful hard working enthusiast, reliable, trustworthy and capable of working as part of a team to achieve organizational goals and customer's satisfaction.*

Education

- **University of saint joseph (USJ), Beirut, Lebanon** Sep.2021
Bachelor degree in Business Administration
Expected graduation date: 2024
- **Hariri 3 High school** June 2020
Lebanese Baccalaureate in economics and sociology

Experience

- *Cashier at a local pastry shop (Arab sweets) from June 2015 until September 2015.
(Responsibilities: responsible for all in store purchases and transactions, assisted customers, and was responsible of taking on phone orders plus customer service).*
- *Digital marketer at maison des roses flower shop Hadath branch from March 2017 until January 2019.
(Responsibilities: responsible of all marketing operations on the social platforms, creating ads, and communicating with customers to assure satisfaction).:*
- *Logistic coordinator at Science pro Jal el dib from July 2021 until June 2022.
(Responsibilities: organizing storage, stock control, transportation and monitoring flow of goods).*
- *Team leader at dent de lait wellspring summer camp from July 2022 until August 2022.
(Responsibilities: assuring that team members accomplish their daily tasks, solving other team member's problems and ensuring safety of all kids).*

Extracurricular activities

- *Volunteered in the Lebanese red cross from June 2020 until October 2020*
- *Volunteered at USJ Generation Hope*
- *Volunteered at HIMAYA foundation as part of action benevole course*

Workshops and certificates

- **PMI CD- Trained practitioner micro-credential**
- **Microsoft power platform app maker**

Skills

- ***Languages: Arabic(fluent),English(fluent),French (basic)***
- ***Hard skills : C++,python computer languages, Microsoft word , excel , and PowerPoint***
- ***Soft skills: Communication, Problem solving, Leadership experience, Public speaking, Customer service skills, marketing skills.***

