Jana OMRAN

Address: Aaramoun, Mont Liban, Lebanon
Date of Birth: October 2nd, 2000
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Objective:

I consider myself to be an intellectual business oriented and a fast learner. I am also a sociably adaptable person and I enjoy teaming up with others to accomplish a given task, looking for a great career opportunity in my field to enrich my future.

Experience:

October 2022-Present:
Export Customs Documentation Agent
Company Name: CMA CGM   (Beirut, Lebanon)
Responsibilities:

- Coordinating with 50 agencies worldwide to insure all required custom data is being delivered on time
- Auditing records to ensure that companies are complying with laws and regulations regarding imports and exports
- Preparing and processing import and export documents in accordance with regulations, laws, and procedures.
- Regulating imports and exports through the filing of appropriate documents.
- Creating and maintaining reports and witness statements for each incident

March 2022-September 2022:
Social security NSSF Officer
 Company Name: NATIONAL SOCIAL SECURITY FUND   (Beirut, Lebanon)
Responsibilities:

- Managing all data entry & archives

December 2021-March 2022:
Digital Transformation &Digitalization Officer
Company Name: AMERICAN UNIVERSITY of BEIRUT   (Beirut, Lebanon)
JAFET LIBRARY: Preservation & Conversation
Responsibilities:

- Converting Book to PDF
- Training on Phase One Digitization
- Scanning Images & Microfilming
- Restructuring Books & Manuscripts and Sewing Books
- Manufacturing Boxes for Manuscripts

January 2018-September2022:
Accounting   PAVILION RENT A CAR   (Beirut, Lebanon)

Education:

2022-Present:
MBA in Digital Marketing   (LEBANESE UNIVERSITY, Lebanon)
2019-2022:
BA in Information Management   (LEBANESE UNIVERSITY, Lebanon)
2017-2018
ECONOMICS & SOCIOLOGY   (RAFIK HARIRI SECONDARY SCHOOL, Lebanon)

TECHNOLOGY & Social Media Skills:

- Microsoft office
- Video editing programs and Photoshop
- Illustrator
- Handling Instagram & Facebook pages
- Creating ads

EDUCATIONAL CERTIFICATES:

- Basic Elements of Design: Design Principles and Software Overview
- Develop a Company Website with Wix

LANGUAGES:

Native Arabic
Fluent English