Ali Khodor Hamdan

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Date of Birth: August 20, 2003

Objective: Recent graduate with a Bachelor's degree in Management Information Systems (MIS), seeking opportunities to apply academic knowledge and gain practical experience. Highly motivated to contribute effectively to a dynamic organization where I can grow professionally and make meaningful contributions.

Education:

- **University degree:**   *2024*
  University: Islamic University of Lebanon (IUL)
  Faculty: Economics and Business Administration
  Degree: Very good (81.8%)
- **High school degree:**   *2021*
  School: Riad-Al-Soloh school
  Branch: Economy and Sociology (ES)
  Degree: Very good (81.5%)

Training and Courses:

1. **At Caritas** (under ASE Project)**:**
   - **Soft Skills:** Communication, Interpersonal, Critical solving Skills, Time Management…
   - **Digital Marketing:** Adobe Photoshop, Camtasia, Meta business…

2. **At Nabad Association for Development:**
   - **life skills**: Confident, Women right's, Community participation, Team work …
   - **Digital literacy:** Computer essentials /MS office power point/excel/word…

3. **At American Learning Center:**
   - **English Language**: Oral and Written skills

4. **WRN Course**
5. **Google analytics certificate for beginner.**

Work Experience:

Social Media Administration at Le Grenier: *Dec 2023 --- Mar 2024*

- Manage social media pages using Meta business.
- Create and upload posts, stories…
- Photo, video editing using Adobe Photoshop and Camtasia

Crew at KFC: *June 2023 --- Oct 2023*

- Marinated chicken a night before.
- Check chicken, oil, vegetables, sauces temperature.
- Make Sure breeding cover all part of chicken.
- Waste any under procedure pieces.

Crew at McDonald's: *April 2022 --- Jan 2023*

- Run orders, take orders, Operate POS System.
- Manage transaction with customers using cash.
- Issuing receipts, refund or change.
- Resolve customer complaints and provide the needed information.

Skills and interests:

1. **Language Skills:**
   - **Arabic:** Mother tongue
   - **English:** Upper-Intermediate
   - **French:** Beginner
2. **Technical skills:**
   Highly skilled in MS office.
   Beginner in Programming (SQL, Java, Python, C#, Kotlin, PHP).
   Beginner in web design (HTML, CSS).
   Familiar with data visualization tools (Power BI, SPSS).
   Familiar with MYSQL, visual code studio, Visual Studio, Android Studio, XAMP.
   Familiar with database management and Business Data Communication(Networks).
3. **Personal Skills:**
   Team work.
   Time management.
   Good communication skills.
   Ability to learn new concepts.
   Motivated and flexible.

Reference: Available upon request.