

CONTACT

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SOFT SKILLS

- Accuracy, flexibility, integrity and attention to details.
- Conflict management and decision making.
- Positive attitude while working under stress.
- Organizational and time management techniques.
- Administration skills and confidentiality.
- Eagerness to learn new techniques and skills.
- Brainstorming, creativity, and deep analysis.
- Interpersonal communication skills.

TECHNICAL SKILLS

- Microsoft Office Tools (PowerPoint, Excel, Word)
- Social Media Management
- Data Entry on Information Systems (CRM)
- Administrative skills (Sending emails, taking appointments...)
- Working knowledge of office equipment and peripheral devices

LANGUAGES

English:

Highly developed in reading, writing and conversational

Arabic:

Native Language

OBJECTIVE

Securing a responsible career opportunity to fully utilize my skills, while making a significant contribution to the success of the company and widen my career path

WORK EXPERIENCE

Data Entry Clerk

Feb 2022 – June 2022

Freelance /Beirut

- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Entering customer and account data from documents within time limits
- Review data for deficiencies and errors, correct any incompatibilities if possible and check output
- Keeping information confidential and archived in a systematic way
- Filling digital documents
- Maintain organization's databases and keep customer information up to date
- Transcribing data from documents.

Administrative Receptionist

July 2022 -June 2023

Pro Brothers Logistics / Beirut

- Greeting clients and visitors, providing them with relevant information and redirecting them appropriately
- Answering phone calls, and routing incoming calls to the concerned party.
- Maintaining the reception area.
- Managing inventory of office supplies.
- Handling miscellaneous data entry on Information system.
- Responding to emails.
- Maintaining archive and files on the system.
- Coordinate and organize appointments and documentation to facilitate the smooth running of the business.

EDUCATION

Bachelor's degree in Biology

2019 - Present

Lebanese University – Hadath Campus

Lebanese Baccalaureate, Life Science

2017

Tahwita Modern School