

Lama Maasrani

PERSONAL DETAILS

 Lebanon, Tripoli

 +96171954101

 Lamamaasranii@gmail.com

SKILLS

Communication
Organizational
Tme-Management
Planning &
Scheduling
Microsoft office
Adobe illustrator &
photoshop

LANGUAGE

Arabic ● ● ● ● ●

English ● ● ● ● ●

HOBBIES

READING
WRITING
DRAWING
BAKING



ABOUT ME

I am a motivated, responsible, and adaptable university student. I will apply professional and technical skills that I developed through the years of past work experiences to this current position that I am seeking. I have a customer-focused approach to work and a strong drive to see things through to completion. I am able to work well both in a team environment as well as using own initiative.



EDUCATION

> JINAN UNIVERSITY, FEBRAURY 2023 - Present
LEBANON - TRIPOLI

Graphic Design
Skills: branding, coding, computer software skills
(Adobe illustrator, photoshop)

> LEBANESE INTERNATIONAL UNIVERSITY, OCTOBER 2020 - May 2022
LEBANON - BEIRUT

Public Relations
Skills: Planning and executing skills for the basics
and rules of protocol, Organizing events.

> AL RAYYAN INTERNATIONAL SCHOOL, 2013-2019
GHANA - ACCRA
Cambridge checkpoint certificate
SAT 1 and 2 with combined score of 2400



EXPERIENCE

> INTEGRAL, SOCIAL MEDIA AGENCY 2023-present
Marketer and Graphic Designer

- Designed Posters for multiple restaurant branches, created campaigns for medical institutes and football academies.
- Food, Weddings and Events photography as well as boosting posts for social media.

> UBSA PHARMA INDUSTRIES, SEPTEMBER 2023 - April 2024
CEO'S PERSONAL ASSISTANT
LEBANON - QALAMOUN

- Manage information flow in a timely and accurate manner
- Manage executives’ calendars and set up meetings
- Make travel and accommodation arrangements
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system

> UBSA PHARMA INDUSTRIES, 2024-April 2024
PURCHASING OFFICER AND ACCOUNTANT

- Place orders and talk to clients
- Creat purchasing orders and checks invoices

> MVISION, USA- ONLINE 2021-2023
CUSTOMER SREVICE AGENT

Helping customers with complaints and questions,
giving customers information about products and services,
taking orders, and processing returns

> AUTOPILOT WEBSITE, USA 2020-2022
ONLINE SALES MANAGEMENT
Coordinating sales activities, setting sales goals, making sales forecasts,
managing the company's website and performing research on the Internet.