

Hasan Osman

Address: Anout, Mount Lebanon, Lebanon | **Phone:** 00 961 70 888 984
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Summary

Detail-oriented Computer Science student with hands-on experience in data entry and data management. Proficient in utilizing Excel for data organization and analysis, demonstrating a strong commitment to accuracy and efficiency. Seeking to apply technical skills and knowledge in a challenging role within the IT field.

Experience

Data Entry Clerk

August 2022 to Present

Freelance, Lebanon

- Utilized Excel for efficient data entry and management, ensuring accuracy and attention to detail.
- Demonstrated flexibility and adaptability in using Excel's features and functions to enhance data processing.
- Continuously improved skills in data organization and analysis through hands-on experience with the software.

Event Setup Assistant

June 2024 – August 2024

Memory Makers – Event Planning, Lebanon

- Assisted in the setup and installation of event lighting and audio equipment.
- Gained hands-on experience in connecting audio systems for various events.
- Collaborated with the team to ensure smooth execution of event logistics.
- Learned foundational skills in event organization and technical support.

Sales Representative

June 2023 – July 2024

Rayhana Spices, Hasrout, Lebanon

- Managed customer sales and provided product recommendations to enhance customer satisfaction.
- Followed up on the organization's inventory needs to ensure adequate stock levels.
- Developed strong communication skills through regular interactions with customers.
- Gained valuable experience in sales techniques and customer relationship management.

Education

Bachelor's Degree in Computer Science – November 2022 to Present

Le Cnam, Beirut, Lebanon

Lebanese Baccalaureate in Life Science – September 2020 to July 2021

Anout Public School, Anout, Lebanon

Certification and Award

- Web Development Course - YOUTUBE.AI, Present:** Engaged in a four-month program focused on front-end and back-end development.
- IT Course - Borderless NGO, Present:** Participating in an IT course to enhance technical skills and knowledge in information technology.

- **First Aid Course - Development for Life and Peace Association, Present:** Learning essential first aid techniques and how to respond effectively in various emergency scenarios to assist patients in need.

Skills & Expertise

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| <ul style="list-style-type: none">• Sales and Customer Service• Team Leadership and Development• Operational Management• Communication and Interpersonal Skills• Time Management and Prioritization• Data Analysis and Reporting | <ul style="list-style-type: none">• Problem-solving and Conflict Resolution• Technology Service• Programming Languages (C, JAVA, JAVASCRIPT, SQL)• HTML Styles CSS• Microsoft Office Proficiency |
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Languages

Arabic: Native | **English:** Advanced | **French:** Advanced