

ABBAS NOUN

INFORMATION TECHNOLOGY - COORDINATOR ADMIN -
TEAM SUPERVISOR - INVENTORY MANAGEMENT



CONTACTS

+961-76961025	
absnoun7@gmail.com	
Hadath, Beirut, Lebanon	

ABOUT ME

Insightful, results-driven IT professional with notable success directing a board range of corporate IT security initiatives while participating in planning, analysis, and implementation of solutions in support of business objectives. Excel at providing comprehensive secure network design, systems, analysis, and full life cycle project management. Hands-on experience leading all stages of system development efforts. Outstanding project and program leader, able to coordinate and direct all phases of project-based efforts while managing, motivating and guiding teams.

EDUCATION

- Bachelor of Technology, CIS College, Beirut-Lebanon**
2023
- Specialized in Informaon Technology and Management Informaon Systems.
 - Demonstrated proficiency in data analysis and management.

SKILLS

- IT support , policies and procedures
- Problem-solving
- Proffesional knowledge of MS Office
- Ability to learn a variety of job descriptions
- Outstanding organizational and leadership
- Excellent communication and interpersonal
- Familiarity with company policies and legal guidelines of the field
- Hardware and software troubleshooting
- Network administration
- Security management
- Project management
- Attention to detail

WORK EXPERIENCE

- information Technology (IT) , Carrefour Majid Al Futtaim (Head Office), Beirut Lebanon**
Apr 2024 - Present
 - Install, configure, and maintain computer hardware, software, and networks.
 - Troubleshoot hardware and software issues, including desktops, laptops, printers, and servers.
 - Provide technical support to users, including troubleshooting and resolving IT-related problems.
 - Ensure security of IT systems, including data backup, antivirus protection, and access controls.
 - Manage and monitor network infrastructure, including routers, switches, firewalls, and VPNs.
 - Implement and enforce IT policies, procedures, and standards to ensure compliance and security.
 - Evaluate and recommend new technologies, tools, and solutions to improve efficiency and productivity.
 - Collaborate with other departments to understand IT needs and requirements.
 - Plan and execute IT projects, including upgrades, migrations, and installations.
 - Document IT systems, configurations, and procedures for knowledge sharing and training.
- Coordinator of Administrative Services, Majid Al Futtaim Retail Carrefour, Beirut-Lebanon**
Dec 2023 - Apr 2024
 - Efficiently directed incoming phone calls to the appropriate parties.
 - Processed office expenditures and prepared financial reports.
 - Maintained comprehensive physical and digital employee records.
 - Coordinated scheduling for both internal and external meetings.
 - Streamlined distribution of incoming correspondence.
 - Oversaw inventory and procurement of office supplies.
 - Arranged travel itineraries for staff and executives.
 - Implemented updated filing systems for optimal organization of company documents.
 - Resolved a wide range of inquiries from employees and clients through email, phone, and direct interaction.
 - Crafted and refined presentations, spreadsheets, and comprehensive reports.
 - Updated and enforced office policies to ensure compliance and efficiency.

- Services Officer, Majid Al Futtaim Retail Carrefour, Beirut-Lebanon**
Aug 2023 - Dec 2023
 - Expert in business and systems analysis, with proficiency in Cylande suite (GICA and GIMA) enhancing operational effectiveness.
 - Skilled in IT systems due diligence, adept at troubleshooting and resolving complex technical issues.
 - Maintains meticulous inventory management of software and hardware assets, optimizing resource utilization and cost-efficiency.
 - Drives IT asset performance by recommending system upgrades and managing equipment inventory strategically.
 - Delivers exceptional end-user technical support, ensuring seamless software and application functionality.

- Central Cashier Office Supervisor, Majid Al Futtaim Retail Carrefour, Beirut-Lebanon**
Apr 2023 - Aug 2023
 - Established and communicated performance objectives aligned with corporate goals, ensuring team understanding and compliance.
 - Managed timekeeping and personnel records meticulously.
 - Compiled and presented performance reports for informed decision-making.
 - Implemented reward and promotion strategies based on individual performance metrics.
 - Enforced legal and organizational policies, executing disciplinary measures when necessary.

- Cashier, Majid Al Futtaim Retail Carrefour, Beirut-Lebanon**
Apr 2023 - Apr 2023
 - Expert in POS systems & swift transactions
 - Handled returns, ensuring customer loyalty
 - Flawless financial record-keeping skills
 - Awarded 'Employee of the Month' twice

LANGUAGES

- Arabic (Native)
- English (Fluent)
- French (Mid)