

Malek Faour

Personal Contacts Details

Address : Lebanon, Beirut, Mazraa
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Date of Birth : 12/09/2000
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Objectives

Seeking a challenging position in a reputable organization where I can put the theoretical and practical skills I gained throughout my studies into action in order to deliver a valuable outcome, learn new skills, and master my competencies and my communication skills.

Professional competences

- A team player, who has integrity, honesty, diplomacy, in addition to being energetic, assertive and considerate.
- Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships.
- Strategic thinker with good analytical and decision making, consultation and negotiation skills.

Experience

Z-TECH

Computer & mobile Services

From **March 2016 till Feb 2017**

Main responsibilities:

- Sales
- Networking
- IT supports
- Maintenance for Laptops & Mobiles

Makassed Volunteers**143 hrs***Community services***Al Sultan Juice***Cashier*

From September 2018 till October 2020

Sawa li loubnan NGO

Data entry

from 2020 till 2021

Maliks library*Stationery – cashier - services*

From June 2021 till December 2022

Cma-Cgm (GBS Lebanon)*Commercial agent*

Starting : December 2022 till present

Education☐ **Al Makassed School****July 2018***Lebanese Baccalaureate Certificate of Secondary Education (S.E)***Beirut Arab University****June 2022***Management information system MIS business***Technical Proficiency****Software***Adobe Acrobat, Microsoft
office (Word, Excel,
PowerPoint)*

Languages & Interests

Languages : English, Arabic & French – Written and spoken fluently.
Interests : Travelling, Football, Photography.

References

Available upon request.