

# HOUSSAM DAMERJI

## Data analyst

### PROFILE

As a recent data analyst graduate and an International Business Management graduate with a specialization in data analysis, I bring a detail-oriented approach to data entry and management. My strong analytical skills, coupled with a meticulous and error-free work ethic, ensure efficient task execution and accurate results. I am adept at inputting and verifying data while upholding high standards of confidentiality. With a logical and practical problem-solving mindset, I am driven to achieve completion and continuously seek opportunities to learn and overcome challenges.

### WORK EXPERIENCE

*Back Office Agent.*

#### **Synergy ProSales Company International (SPCI)**

Jan 2024 – Dec 2024

1. Completing data entry tasks with accuracy and efficiency.
2. Scanning documents and saved in database.
3. Correcting data entry errors to prevent later issues such as duplication or data degradation.
4. Scrubbing data for errors and correcting them to maintain clean records.
5. Archiving the invoices in their corresponding files.
6. Communicating with salespersons to make sure all orders are sent to the corresponding customer.
7. Communicating with several departments such as warehouse, workshop, accounting...
8. Reporting the management for any operational problems.

*Invoices clerk/ Junior accountant.*

#### **Shehab Foods**

May 2022- Dec 2023

1. Type in data provided directly from customers.
2. Verify data by comparing it to source documents.
3. Update existing data.
4. Sort and organize paperwork after entering data to ensure it is not lost.
5. Defining invoicing data types and maintaining databases.
6. Managing client requests and queries.
7. Uploading and archiving invoice data, as well as filing contracts.
8. Verifying tax information.
9. Assisting with past due or denied invoices
10. Update accounts receivable and issue invoices
11. Update accounts payable and perform reconciliations.
12. Calculate the cost of each product and updating sale prices.

## *Passenger Service Agent.*

### **Lebanese Air Transport (LAT), Beirut**

Sep 2018 – Mar 2020

1. Helping customers with flight reservation, baggage concern.
2. Assists passengers with check-in, issues ticket, provides flight information, checks baggage and solves ticket-related travel problems.
3. Check boarding passes at the gate, upgrade seats and reissue tickets when needed.
4. Maintaining security by following safety procedures.
5. Processing claims for lost or damaged luggage by gathering information about the damage or loss from passengers.
6. Providing information about airport facilities, such as location of gates, luggage carts, and restrooms.
7. Acting as an ambassador for the airline by greeting passengers with a smile and offering assistance during their stay at the airport.

### **Languages**

1. Arabic (Mother Tongue).
2. English (Fluent).
3. French (Intermediate).
4. Russian (B2 Level).
5. German (A1 Level).
6. Spanish (A1 Level).

### **Skills**

1. Python, SQL
2. Figma.
3. Microsoft word, Excel, PowerPoint, Power bi.

### **Education**

#### **LIU (Beirut)**

Bachelor in International Business Management.

#### **IMP (Dubai)**

Graduated from IMP as a data analyst.

### **Contact**

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