WAJEEH AL HAFI

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EDUCATION

Lebanese American University, Beirut, Lebanon
Bachelor's degree in ITM
Graduation date: May 2025

Lebanese Baccalaureate in **General Sciences**

EXPERIENCE

Bsynchro, Beirut, Lebanon   *June 2025-September 2025*
IT Administrator internship
- Assist with day-to-day technical support (hardware, software, networks).
- Monitor and maintain IT systems and infrastructure, projects related to Microsoft azure, cybersecurity, and automation.

Mazen Pharmacy, Beirut, Lebanon   *May 2024-July 2024*
Sales Assistant and customer service
- Understand customer needs and offer solutions and support.
- Answer potential questions and follow-up call questions.

SETS international, Beirut, Lebanon   *May 2023-July 2023*
IT help desk internship
- Responsible for overseeing project work-plan performance, participating in project planning, implementation, monitoring, reporting and program development on project sites.
- Coordinating with the team and partner to conduct capacity building training for partners.

Spinneys, Beirut, Lebanon.   *June 2022-Oct 2022*
Receiving assistant
- Worked on dynamics 365 business central system.
- Received several types of products and entered them into the system and posted them to the general journal.

EXTRACURRICULAR ACTIVITIES

Al Makassed philanthropic association, Lebanon
Volunteer- Al Makassed philanthropic association

WORKSHOPS AND CERTIFICATIONS

Smart shield: Cybersecurity workshop

SUMMARY SKILLS

<u>Skills:</u>
Microsoft Office, dynamics 365 business central system, SQL, Visual studio code, Visual studio, Python ,Visual basic language, Html, CSS, Microsoft Azure, RabbitMQ, mongo dB, O365.

<u>Interests:</u>
- **IT Support & Systems Knowledge – Experienced with Dynamics 365 Business Central, IT asset management, and help desk support at SETS International.**
- **Technical Proficiency – Knowledge of Microsoft Office, SQL, HTML, CSS, and beginner-level Python and Visual Basic.**

<u>Languages:</u>
- **English, French, Arabic.**