

Abed Al Salam Noamani
Beirut – Lebanon
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Career Objective

Detail-oriented and proficient in website development, IT support, customer service, data entry, and records management. I am skilled in gathering, analyzing, and interpreting business and industry data-including KPIs and financial reports-using data analytics tools. Committed to delivering high-quality results and contributing to organizational success through effective communication and stakeholder collaboration.

Skills

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| <ul style="list-style-type: none">• Strategic Planning• Integrity and transparency• Adaptive Learner• Detail oriented.• Communication Skills• Leadership• Time Management | <ul style="list-style-type: none">• HTML/CSS/Bootstrap/Ajax• Database SQL/MySQL/PHP• Window Form Application• Website Development• QlikView• NodeJS/C++/jQuery |
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Experience

2024 – Present: **Saab Petroleum / Pump N Munch**
Logistics Manager

- Performed data entry, purchasing, business planning, and logistics transfers.
- Managed warehouse operations and inventory.
- Controlled stock levels and organized procurement activities.

03/2025-07/2025: **Libano Suisse – Globe Med -Order of Engineers Beirut**
Data Management / Data Entry Operator

- Managed client data and maintained corporate relationships.
- Supported teams by defining KPIs and providing insights.
- Ensured data accuracy.

05/2024 – 06/2024: **Middle East Airlines – Lebanon (MEA)**
IT Intern – Applications, Support & Security

- Provided IT support and worked on system applications.
- Assisted with system security and user support tasks.

04/2024 – 06/2025: **Spotlight Vision-Freelance
(Wedding / Event Planner)**

- Planned and coordinated private and corporate events.
- Supervised event logistics to ensure seamless execution.

04/2023 – 05/2023: **Volunteer – Civil Defense**

- Operated phone exchanges.
- Performed family rescues and gathered patient information.

04/2021 – 2022: **Resto Café Tango, Lebanon
Self-Employed / Business Owner**

- Managed daily operations and customer service.
- Promoted business and offers through social media.

09/2018 – 08/2019: **Wared Café – Lebanon
Cashier / Runner**

- Handled transactions and operated POS system.
- Managed reservations and provided customer service.

Education

- 2020 – 2024: Bachelor's degree from Rafik Hariri University – Business information Technology Management.
- 2019 – 2020: Baccalaureate in Economics & Sociology– Barja Modern School-Chouf

Certificates

- Business Analysis & Process Management
- Website with WordPress
- Introduction to Cyber Security

Languages

- Arabic
- English