

Saria Alolabi
Management Information System Student
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Objective

Education

Beirut Arab University (BAU)

Bachelor's Degree in Management Information System

May 2025

Fakhreddine High School

General Secondary Certificate in Life Sciences

Sep 2022

Work Experience

Kabbani Logistics, Beirut, Lebanon

Jun 2024 - Present

- Prepared and issued invoices and Receipts to clients, ensuring accuracy and timely delivery.
- Organized and maintained a comprehensive filing system, improving document retrieval efficiency.
- Collaborated with team members to streamline processes, contributing to overall operational efficiency.

Volunteering Experience

Volunteer, Beirut Arab University Business Club

Mar 2023 – Dec 2023

- Coordinating events and overseeing other volunteers to ensure the club's success.
- Inspiring and motivating other members to get involved and contribute their skills and talents to the organization.

Volunteer, IBAD AL RAHMAN ASSOCIATION

Dec 2021 – Dec 2021

- Files reorganizing as requested.
- Prescriptions reorganizing as requested.
- Data collection.

Volunteer, Fakhreddin High School

- Participated in a tree planting project that helped to beautify our community and promote environmental conservation.
- Organized a planting event, and I was able to rally volunteers and make a positive impact on the environment.
- Worked to ensure that volunteers had the tools and resources they needed to plant trees safely and effectively.

Certifications

Arduino, Relief Organization ,Dar Al Fatwa

Nov 2023

Computer Course, Makhzoumi Foundation (ANERA)

Jun 2023

Skills

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|------------------------|------------------------|------------|
| • Communication Skills | • Adaptability | • Teamwork |
| • Work Ethic | • Interpersonal skills | • |

Computer Skills: Word, Excel, PowerPoint.

Languages

- Arabic – Native.
- English – Intermediate Level.