

ADAM TAMERJI

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Date of Birth: 25/04/2000 | Marital Status: Single

PROFESSIONAL SUMMARY

Detail-oriented Business Administration (MIS) graduate with a proven track record in administrative and operational support. Experienced in streamlining office processes, managing complex documentation, and supporting finance and accounting functions with precision. Committed to driving organizational efficiency and professional growth within a collaborative team environment.

PROFESSIONAL EXPERIENCE

Administration Officer | One World (1W)

2022 - 2024

- Performed general administrative duties including document preparation, filing, and record management.
- Managed incoming and outgoing correspondence and supported day-to-day office operations.
- Entered and maintained data in internal systems with a high level of accuracy.
- Coordinated with internal departments to ensure timely completion and approval of administrative documents.
- Maintained organized physical and digital filing systems and provided support to management and finance teams.

Food & Beverage Operations Assistant | Spinneys F&B Company

2021 - 2022

- Received goods from suppliers and verified deliveries against invoices and purchase documents.
- Entered supplier invoices and receiving data into the internal system accurately and on time.
- Conducted physical checks of received items to ensure quality, quantity, and compliance with company standards.
- Reported discrepancies or quality issues to supervisors and supported inventory control processes.

Sales & Store Operations Assistant | Gamesland

2019 - 2021

- Handled face-to-face sales of consoles and gaming hardware, ensuring precise price recording.
- Matched daily cash collected against physical stock to ensure zero financial shortages.
- Created daily summaries of items sold to track revenue and verify remaining stock.

EDUCATION

Bachelor's Degree in Business Administration (MIS)

Beirut Arab University - Beirut, Lebanon | 2022

Lebanese Official Certificate (BAC II) - Economics & Sociology

Al Ahliyah School - Beirut, Lebanon | 2018

CERTIFICATIONS & SKILLS

- IC3 Digital Certification, Certiport 2021
- Certification & Training Program (CIT) Banque du Liban 2019
- Languages: Arabic (Native), English (Fluent)