

# Qamar Chihadeh

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📍 Lebanon | 📞 +961 76 173 875 | ✉️ qamarchihadeh311@gmail.com

## **Professional Summary**

Business Management student with strong academic background and hands-on experience in administrative support, data management, and operational coordination. Seeking entry-level roles in business administration, operations, or management support functions

## **Professional Experience**

### **Professional Experience NUWAT – Social Solidarity Center Association (Volunteer)**

#### **Data Entry & Management Assistant | Feb 2025 – Dec 2025**

- Provided administrative and management support
- Entered, updated, and verified data accurately
- Organized records, reports, and documentation
- Supported daily operations and coordination tasks

#### **Al Bared Market**

#### **Cashier / Operations Support | Mar 2025 – Jul 2025**

- Processed sales transactions accurately using POS systems
- Supported daily operations and inventory flow
- Delivered professional customer service

## **Education**

### **Bachelor's Degree in Business Management**

Lebanese University, Tripoli | Expected 2026

### **Bachelor's Degree in English Language and Literature**

Lebanese University, Tripoli | Expected 2026

### **Master's Degree (Year 1) in Arabic Language and Literature**

Lebanese University, Tripoli | Dec 2020 – Sep 2021

### **Bachelor's Degree in Arabic Language and Literature**

Lebanese University, Tripoli | Oct 2017 – Nov 2020

## **Certifications & Courses**

- - English Speaking Course – LMI Global Organization | May–Jun 2023
- - Russian Language Level 1 – North Caucasus Federal University | Nov 2021–May 2022
- - Written Arabic Text Course – The Islamic Union Society | Jan–Mar 2022
- - ICDL Certification – United Squad Center | Jul–Aug 2020
- - English Conversation Course – United Squad Center | Jun–Jul 2020

## **Key Skills**

Business Administration, Operations Support, Data Management, Communication, Team Coordination, Time Management, Microsoft Office (Word, Excel, PowerPoint)

## **Languages**

- Arabic: Native / English: Proficient / Russian: Beginner

## **Professional Development**

- - Basics of Digital Marketing – Certificate of Attendance | Oct 2022
- - Transformations of the Golden Man – Appreciation Certificate | Apr 2022
- - Remote Sensing & GIS Webinar – Attendance Certificate | Mar 2022
- - Seminar on Brief Criticism – Participation Testimonial | Mar 2022
- - Arabic Language Seminar – Participation Certificate | Dec 2021
- - International Conference on Human Sciences – Participation Certificate | Nov 2018

## **References**

Available upon request.