

Tarek Hossari

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Objective

A motivated Management Information Systems graduate with hands-on experience in procurement, telemarketing, financial reporting, and customer service. Seeking opportunities to apply analytical and technical skills, particularly in Data & Web Technologies, to support organizational goals while continuing to grow professionally.

Education

MANAGEMENT INFORMATION SYSTEM|HAIGAZIAN UNIVERSITY

Bachelor's degree | 2021-2025

Experience

PROCUREMENT OFFICER| BANKMED |MARCH 2026-NOW

- Led end-to-end procurement operations, including vendor selection, negotiation, and contract execution.
- Negotiated pricing and terms with suppliers to optimize costs and improve overall purchasing efficiency.
- Coordinated with cross-functional teams to ensure timely procurement and delivery of goods and services.
- Managed supplier relationships and evaluated vendor performance to ensure quality and compliance with standards.
- Monitored procurement activities, tracked purchase orders, and ensured alignment with internal policies and budget controls.

RECEPTIONIST| 360 FITNESS |NOV 2025- FEB 2026

- Managed front desk operations, member check-ins, and scheduling.
- Handled customer inquiries, complaints, and membership support.
- Promoted memberships and services, supporting client retention and sales.

TELEMARKETING TEAM LEADER| TOUCH TELECOMMUNICATIONS LEBANON |JUNE 2024-NOV 2025

- Suggested marketing campaigns to senior management.
- Led the telemarketing team and represented the team in communications with management.
- Provided training to team members and new hires.
- Worked on multiple marketing research projects and campaigns.
- Sold data bundles and phone lines, consistently achieving daily targets and marketing goals.

USHER| SELECT HOSTING AGENCY |JUNE 2023- JAN 2025

- Assisted in crowd control during entry, intermission, and exit times.
- Verified tickets and directed guests to appropriate areas.
- Provided information about the event, including schedules and location of facilities.

FINANCIAL TECHNOLOGIST INTERN| AREEBA |JUNE 2023-SEPTEMBER 2023

- Create and analyze financial reports.
- Present financial data using SQL and queries.
- Work professionally with data basis.

WAITER| CASPER & GAMBINI'S |FEBRUARY 2023-MAY 2023

- Handled customers' orders using omega software.
- Upsold menu items to increase the restaurant's sales and profit.
- Accommodated special requests and dietary requirements, to ensure all guest needs are met.

CERTIFICATES

- Haigazian Microsoft EXCEL|2025
- MY School Pulse Volunteer|2022
- GA Member | 2022
- New Generation Peace Builder| 2021

Volunteering Experience

- GA Member | Lebanese Red Cross Youth Sector | 2021-2024
- Volunteer| My School Pulse| 2022-2023
- Organizer| Dessert Streams Club| 2021-2022

Computer Skills

- Omega POS System
- Microsoft Excel
- SQL
- Touch Telecommunication System
- Java Script
- Python
- HTML
- CSS
- Overall Work with Data basis
- Outlook

Languages

- Arabic (Native)
- English (Advanced)
- French (Advanced)