

# AYOUB BOU KANSOUL

## ADMINISTRATOR

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LEBANON /BEIRUT

### PROFESSIONAL SUMMARY

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Detail-oriented Administrative and Operations professional with proven experience in **office coordination, communication management, data reporting, and scheduling**. Skilled in **managing high-volume administrative tasks, coordinating meetings, maintaining accurate documentation, and supporting daily operations** in fast-paced environments. Known for maintaining **confidentiality, improving workflow efficiency, and ensuring organizational accuracy**.

### CORE COMPETENCIES

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- Administrative Support & Office Operations
- Scheduling & Calendar Management
- Meeting Coordination, Agendas & Minute Taking
- Communication & Email Management
- Documentation, Reporting & Record Keeping
- Event Coordination & Logistics Management
- Data Entry & Database Accuracy
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Confidentiality & Sensitive Information Handling
- Time Management, Multitasking & Team Collaboration

### EXPERIENCE

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#### OMT – Administrator & Data Entry

Lebanon | 2024 – 2025

- Managed high-volume daily administrative operations, ensuring accuracy and efficiency in documentation and reporting
- Handled incoming calls, emails, and customer inquiries, delivering timely and professional communication
- Performed accurate data entry and system updates, maintaining data integrity and compliance with company procedures
- Prepared detailed daily and weekly reports, supporting management decision-making and operational tracking
- Coordinated internal communication and workflow between departments to ensure smooth operations
- Maintained structured filing and record-keeping systems, improving data accessibility and organization
- Ensured strict confidentiality of sensitive financial and personal information
- Identified and resolved discrepancies, contributing to process improvement and operational efficiency

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#### Freelance – Social Media & Marketing Executive

Lebanon | 2023 – 2024

- Coordinated client communication, scheduling, and project timelines across multiple accounts
  - Developed structured content calendars and workflow systems to ensure consistency and timely delivery
  - Prepared performance reports and analytics insights, supporting data-driven decision-making
  - Managed multiple projects simultaneously, demonstrating strong multitasking and organizational skills
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#### Car Design Project – Operations Support

Lebanon | 2020 – 2023

- Supported daily operations, planning, and coordination of project activities
- Assisted in budget tracking, procurement, and administrative documentation
- Coordinated with clients and team members to ensure efficient workflow and project execution
- Maintained operational records and contributed to process improvements and organization

### EDUCATION

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#### BACHELOR OF BUSINESS ADMINISTRATION IN BUSINESS MANAGEMENT

Rafik Al Hariri University | Lebanon | 2023 – 2026

### PROJECTS

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#### University Event Planning Project (2024–2025)

- Organized and coordinated a **large-scale university event (50+ participants)**
  - Managed **event logistics, scheduling, and team coordination**
  - Developed structured plans, timelines, and task distribution to ensure smooth execution
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#### CRM System – Excel Project (2025–2026)

- Designed and implemented a **customer database and reporting dashboard**
- Improved **data organization, tracking, and reporting efficiency**
- Supported decision-making through **structured data analysis and segmentation**

### LANGUAGES

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Arabic (Native) | English (Fluent) | French (Intermediate) | Spanish (Intermediate)