

Ali Jaber

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PROFILE

I am a hardworking and enthusiastic individual with a strong interest in Information Technology. currently seeking an opportunity aligned with my field or previous experience. I am eager to develop my technical skills, enhance my capabilities, and expand my knowledge in this fast-paced and evolving industry.

EXPERIENCE

Fouad baayno bookbindery – Lebanon: Oct 2025 – Apr 2026

- Assisted in basic software installation and system setup
- Supported troubleshooting of common IT issues under supervision
- Performed basic hardware checks and maintenance tasks
- Helped in router setup and network connectivity support
- Technical Skills:
- Software Installation & Basic System Setup
- Hardware & Computer Maintenance (Basic Level)
- IT Troubleshooting & Problem Solving
- Basic Networking (Routers & Connections)
- Microsoft Office (Word, Excel, PowerPoint)
- Understanding of IT Fundamentals (from academic studies)

Global Com

Econet – CableVision: Feb 2025 – Aug 2025.

- **Sales:** Conducted door-to-door sales in the afternoons, presenting and promoting products directly to customers.
- **Data:** Entered and organized customer information and data before noon to prepare for sales activities.
- **Coordination:** Coordinated with team members and supervisors to track leads and improve sales performance.
- **Telesales:** Performed telesales activities to reach potential customers and promote services.

- **Support:** Provided support to customers regarding services and installation.
- **Customer Service:** Handled customer service inquiries to ensure customer satisfaction.

Event Participation:

During Ramadan 2025, I participated in an event called **Akram Men Min**, where I represented the company I was working for. My main role was to engage with people and encourage them to subscribe to our services in exchange for money. I actively communicated with visitors, explained the benefits of our offerings, and worked closely with them to ensure a positive experience.

Supermarket

Cashier: 2023 - 2023

- **Handles Transactions:** Processes cash, credit, and debit payments, provides change, and issues receipts to customers.
 - **Customer Service:** Assists customers with inquiries, resolves basic issues, and ensures a positive checkout experience
 - **Manages Cash Register:** Balances the cash drawer, verifies accuracy, and maintains proper records of daily transactions
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Basic Outlets

Sales Assistant: 2022 - 2022

- **Customer Support:** Assists customers by answering questions, providing product information, and helping them find items.
- **Sales Operations:** Handles transactions, restocks shelves, and promotes products to boost sales.
- **Store Maintenance:** Ensures the store is clean, organized, and visually appealing for customers.

SKILLS

Technical tools: HTML5, Cascading Style Sheets CSS), C/C++.

Soft Skills: OSINT · Business Intelligence Tools · Digital Communication · Organization Skills · Time Management · Analytical Skills · Microsoft Office · Business Analysis · Microsoft Access · Microsoft Excel

EDUCATION

Earned BT1, BT2, BT3 from Al Rassoul Institute in Information Technology

LANGUAGES

English and Arabic (read, written, and spoken).

PERSONAL INFORMATION

- Nationality: Lebanese.
- Marital Status: Single.