

Personal details

 Hussein Naboulsi

 Sounanb53@gmail.com

 +96170830606

 Beirut

 April 10, 2002

 Male

Skills

Microsoft Office

Strong listening skills

customer relationship management

business management

Accounting, Finance

Teamwork

Confidence in using Microsoft Office tools

Transaction Accuracy

Supervisory Skills

Languages

English

Arabic

Profile

Detail-oriented IT enthusiast with a robust background in customer service and team supervision, seeking to leverage technical acumen and management skills to support and enhance organizational IT operations in Beirut. Strong communicator adept at problem-solving and ensuring seamless IT-related customer interactions.

Education

business management Jul 2020 - Dec 2023
LIU, Beirut

- Developed a strong understanding of fundamental business principles including management, marketing, finance, and organizational behavior.
- Learned effective strategies for managing teams, improving operational efficiency, and optimizing customer service.

Employment

Cashier Supervisor Present
Cafe Younes

- Customer Service Cashier, holding cashier, supervisor, computer, customer service, accounting, business management, Barista & Bar back.
- Developed strong skills in speed, teamwork, and customer interaction.

Customer Service Supervisor, cashier Aug 2023 - Jun 2026
AUBMC, Beirut

- Supervised daily cashier operations to ensure efficient transaction handling and customer service.
- Managed and trained cashier staff to improve accuracy and service speed at the Beirut location.
- Handled customer inquiries and resolved complaints to maintain high customer satisfaction.

Court administrative officer

- Managed court administrative tasks including case file organization and record keeping to ensure efficient court proceedings.
- Scheduled court hearings and meetings, ensuring timely notifications and proper documentation.

IT help desk agent

- Resolved user issues related to operating systems, applications, and network connectivity promptly to enhance productivity.

Courses

business management

Accounting, Finance