

J A A F A R O L L E I K

Beirut-Lebanon

00961-76-920637

Jaafar.olleik@gmail.com

CAREER OBJECTIVE

Seeking a responsible and challenging position in the humanitarian field where I can utilize my experience and abilities in order to become a more proficient worker, capable of helping others and of bearing added responsibilities; offering long-term commitment in exchange for a chance to build a successful career.

SUMMARY OF QUALIFICATIONS

- Perfectionist, organized, efficient and precise.
- Excellent communication and interpersonal skills.
- Excellent problem solving and time-management skills.
- Excellent computer skills.
- Enthusiastic, patient, creative and willing to assume increased responsibility.
- Task Oriented and appreciate challenges.

EDUCATION

Tertiary

2014 – 2017
Academy of cinematography and
Theatrical arts – Sin El Fil

B.A. in Cinematography

Certificates

2015 – 2016
A.L.I.S.O.N - Ireland

Certificate in Digital Photography

Secondary

2011 – ASHS - Beirut

Lebanese Baccalaureate: Official

WORK EXPERIENCE

April 2017 – Present
TLScontact - Downtown
UK and Australia Visa Application
Processor & Data Controller

- Offering guidance for visa applicants and processing their files (both individuals and families).
- Controlling all the necessary data and documents.
- Data entry.
- Collecting biometric data.

August 2016 – January 2017
Case Worker
ICMC International Catholic Migration
Committee – Beirut, Mathaf

- Preparing cases considered for resettlement for the USA.
- Interviewing refugees.
- Collecting claims.
- Quality controlling, bundling and scheduling files for interviews.
- Running reports on a daily basis.
- Escorting refugees to the US Embassy, Lebanon.

October 2014 – 2015
Teacher

- Photography and videography classes.
- Sound engineering classes.
- Editing classes.
- Cinematography classes.

2013 – 2017
Freelance Cameraman and Video Editor –
Second Cameraman at Bein Sports

- Operating Canon 5 D, Canon 60 D, Nikon D700 cameras (shooting, lens changing, settings adjustments...).
- Editing skills (edit videos and montage) using adobe premiere and final cut.

LANGUAGES

Language	Spoken	Read	Written
Arabic	Fluent	Excellent	Excellent
English	Fluent	Excellent	Excellent

COMPUTER SKILLS

- Excellent keyboard skills – typing 60 wpm.
- Regular user of Microsoft Office software packages – Word, Excel and Power Point.
- Regular user of email applications and Internet browsers.

INTERESTS & ACTIVITIES

- Football and sports in general
- Reading
- Photography