

Ali Nassar

📍 Beirut, Lebanon ✉ ali_nassar99@outlook.com ☎ +96178870225

SUMMARY

Responsible and hands-on professional with experience in front desk reception, logistics, and admin support. I'm someone who notices what needs to be done and gets it done—whether it's helping a client, keeping things organized, or fixing equipment. Colleagues often rely on me because I stay calm under pressure, stay on top of details, and don't wait to be told what to do. Fluent in Arabic, English, and French, with a strong sense of responsibility and teamwork.

EXPERIENCE

Front Desk & Administrative Assistant (Volunteer Support)

42 Beirut – Beirut Digital District

2024 – Present, Beirut

- Welcomed new students (Pisciners) and guided them through orientation paperwork and rule acknowledgment forms
- Maintained organized filing of documents and assisted in keeping front-desk areas clean and guest-ready
- Supported staff by handling light administrative duties and logistics for student entry and onboarding.

Logistics Coordinator

Portland Global Forwarding

Dec 2022 – Feb 2023, Beirut, Lebanon

- Coordinated deliveries and inventory with vendors, ensuring accurate bill matching and order fulfillment
- Handled daily order tracking and updated internal documentation
- Assisted in releasing cash/check payments and filing supporting financial documents
- Collaborated with multiple departments to ensure smooth workflow across operations.

Customer Service & Cashier / Barista

Lina's Paris / Retail & Supermarkets

Jan 2017 – Apr 2022, Beirut, Lebanon

- Greeted and assisted customers in Arabic, English, and French, while operating the cash register and preparing beverages
- Managed queues, multitasked during peak hours, and maintained a welcoming environment
- Proactively identified operational issues (broken equipment, missing stock) and resolved them independently.

Social Media Manager (Freelance)

Salon Bilal Fouani

Mar 2017 – Present, Beirut, Lebanon

- Created and managed digital content and engagement on Instagram and TikTok
- Handled basic digital admin tasks and client coordination for appointments.

EDUCATION

Programming Fundamentals Program

42 Beirut School • Beirut Digital District – Beirut • 2024

- Peer-to-peer project work, self-management, problem-solving.

Bachelor of Technology – Information Technology

CIS College of Technology • Beirut • 2014

SKILLS

Microsoft Word, Excel, Outlook, Google Docs/Sheets

Administrative Support & Document Filing

Payment Handling & Basic Accounting Tasks

Customer Service & Front Desk Operations

Arabic, English, French

Organization | Multitasking | Time Management

Proactive Maintenance & Problem Solving
