

HADI ZAAROUR

SUMMARY

Detail-oriented in logistics, data management, technical support, and administrative roles. Proven ability to manage client relationships, coordinate supply chain operations, and handle data entry and analysis tasks. Strong background in customer service, support, and office administration across fast-paced environments. Adept at working with cross-functional teams, including international partners, and committed to delivering efficient and reliable solutions.

CONTACT

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EDUCATION

Bachelor's degree in Management Information System. (LEBANESE INTERNATIONAL UNIVERSITY-2022)

Cisco academy certification CSC1200. (LEBANESE INTERNATIONAL UNIVERSITY-2018)

EXPERIENCE

APR 2025 - PRESENT

Account Manager | Cina Supply Chain | Lebanon

Proficiency in using Hubspot.

Logistics & supply chain coordination.

Organized sourcing, shipping & packaging from China.

Client relationships & customer service.

Collaboration with the Chinese team & Executive Assistant to the CEO.

Financial operations, transactions & analysis.

Procurement, sales & account management.

Monitor and qualify leads, respond to ads inquiries & manage appointments.

JAN 2025 - APR 2025

Data Management | Whish Money | Lebanon

Portfolio management.

Data input, management, auditing.

Customer service, inquiries, invoicing.

Assist with invoicing, payments, calendar, sales follow-up.

MAR 2023- DEC 2024

Technical Support & Administrative Assistant | SI College | Lebanon

Provided hardware-software support.

Troubleshooting & maintenance.

Servers and network configuration and connectivity.

Responsible for the school computer lab and materials.

Technology department project management.

Administration support for all offices (Scheduling, data entry,

SKILLS

Technical & Analytical Skills

Logistics & Business Operations.

Administrative & Organizational Skills.

Soft Skills (Hubspot, Slack...)

LANGUAGES

Arabic

English

documentation , general tasks support, attendance, social media QA).

Day to day administrative tasks.

JAN 2022 – DEC 2022

Data Entry Internship Position | NEO | Lebanon

Data input, update, accuracy & reporting.

Database & file management.

Administrative Support.

Data sheets auditing & excel analysis.

FEB 2021- OCT 2022

Front Desk Associate| MCS CLUB | Lebanon

Customer service

Daily office tasks management.

Nutrition department management.