

Elias El Bcherrawi

Business Management

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Lebanon, El Metn, Mansourieh
11-1-1996



SUMMARY

Systematic about entering precise information to support Ships Data operations.
Review and interpret information on source documents to complete accurate and smooth work.
Responsible Data Entry Specialist bringing significant background in system data entry.
Well-coordinated and detail-oriented in addressing and resolving data problems.
Decisive and analytical problem-solver.

WORK EXPERIENCE

- Jan 2018
- Present

Data Entry Specialist

Port Of Beirut Head Office

Beirut, Lebanon

Kept optimal quality levels to prevent critical errors and support team performance targets.
- Jan 2016
- Dec 2017

Customer Service Supervisor

Liban Post

Beirut, Lebanon

Researched and corrected regular, advanced and long-standing customer concerns to promote company loyalty.
- Jan 2015
- Dec 2016

Reception Supervisor

Hotel Monetverde

Monteverde, Lebanon

Maintained energy and enthusiasm in fast-paced environment.

Developed and implemented performance improvement strategies and plans to promote continuous improvement.

Jan 2014
- Dec 2015

Accountant

Pizza-Nini

Mansourieh, Lebanon

Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- ### EDUCATION
- Jan 2015
Jan 2020

Business Management

Al Kafaat University

Ain Saade, Lebanon

Jan 2015
Jan 2020

Baccalaureate in Sociology and Economics

College Saint Coeur Ain Najem

Ain Najem, Lebanon
- ### SOFTWARE
- | | | | |
|------------------|------|-----------------------|------|
| InPlan Logistics | 100% | Microsoft Word | 100% |
| Cama Logistics | 100% | Microsoft Power Point | 100% |
| Microsoft Excel | 100% | | |
- ### PERSONAL SKILLS
- | | | | |
|---------------------|------|------------------------|------|
| Leadership | 100% | Communiaction | 100% |
| Self-Motivation | 100% | Decision making | 100% |
| Adaptability | 100% | Spreadsheet Management | 100% |
| Database Management | 100% | Data Acquisition | 100% |
- ### LANGUAGES
- Arabic

English

French
- ### CERTIFICATE
- Dec 2019

Certificate Of Participation In Introduction to Entrepreneurship