

PERSONAL INFORMATION



Osman Kraytem

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Sex Male | Date of birth 26 Jul 1994 | Nationality Lebanese

WORK EXPERIENCE & TRAINING

Jul 2019 – Nov 2019 Mail clerk

BLOM Bank, Rachid Karami Street, Beirut (Lebanon)

- Internship at BLOM bank Administration Division, Central Mail Room HUB.
- Processing, sorting, printing and distributing of mail files to their destination boxes and envelopes.
- Using an internal computer software (eIBS), to process, and distribute mail files.

Business or sector Financial and Insurance activities

Nov 2018 – Apr 2019 Homework Support Teacher

Terre Des Hommes Italia in Lebanon TDH, Barja (Lebanon)

- Volunteer at Terre Des Hommes non-profit organization for Syrian children's aid.
- Help students to do their homework and prepare them for test as well.

Business or sector Education

Jul 2016 – Jul 2016 Internship

BYBLOS Bank Istiklal Branch, Beirut (Lebanon)

- Executed customer transactions.
- Maintained the teller window, and customer service area.

Business or sector Financial and insurance activities

EDUCATION

Sep 2014 – Jun 2017 Bachelor in Business Administration

Arts Science & Technology University on Lebanon (AUL), Beirut (Lebanon)

- GPA: 3.05/4.00. (<https://drive.google.com/file/d/177nmmYxZW0UWQmL5gS-VXgus7ICP08ll/view>)

LICENSES & CERTIFICATIONS

Nov-2-2020 ▪ Excel Skills for Business: Essentials, Macquarie University, Credential ID: N8VLZPFHGFQW, <https://www.coursera.org/account/accomplishments/certificate/N8VLZPFHGFQW>

Nov-22-2020 ▪ Excel Skills for Business: Intermediate I, Macquarie University, Credential ID: R7DKKL7EJSKK, <https://www.coursera.org/account/accomplishments/certificate/R7DKKL7EJSKK>

Dec-21-2020 ▪ Excel Skills for Business: Intermediate II, Macquarie University, Credential ID: 2XDTRGBR65SQ, <https://www.coursera.org/account/accomplishments/certificate/2XDTRGBR65SQ>

PERSONAL SKILLS

Mother tongue

- Arabic

Foreign language(s)

- French – speak fluent read and write with “DELF” certificates (A2 & B1).
- English – speak, read and write with advanced level.

Digital skills

- Good typing/computer skills with proficiency in word processing & data entry.
- Good command of Microsoft Office (Word, Excel, PowerPoint and Access)