

Ahmad Assem Al Daouk

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Profile

Date of birth: 27, August 1986

Gender: Male

Marital status: Single

Nationality: Lebanese

Academic skills

2008- 2011: Lebanese American University (LAU)

MBA degree (Masters of Business Administration-General Emphasis)

2004- 2008: Beirut Arab University (BAU)

Bachelor of Commerce & Business administration (BS)

Work Experience

- **Sep 2009-till current: Operation supervisor at *Dan Travel Beirut***
Dan Travel is an established and licensed ATTAL member in Beirut (2009) with a main branch in Dubai existing since 2000. It deals mainly with corporate travel accounts in addition to individual queries.

Main Tasks:

Responsible for the whole multitasking that is involved in any small business: Day to day sales calls, accounting, corporate and individual travel demands, daily bank procedures, reconciliation, Travel insurance, & worldwide hotel bookings.

- **June 2008-Sep 2009: Human Resources Officer at *AMB Group* (Atef & Mazen Bissat Group).**
AMB Group is a diversified company (MAZEN PHARMACY MAZRAA, MAZEN PHARMACY CHIAH, MAZEN CITY, MAZEN BABY, ALEX TOYS, CURVES FRANCHISE, and MAZEN PLUS...)

Main Tasks:

- * Maintain data related to employee files, NSSF documents, and procedures
 - * Developing HR forms
 - * Recruitment
 - * Screening
 - * Interview candidates to assess competencies
 - * Recommend, negotiate, and hire candidates (limited levels)
 - * Respond to the “people needs” of senior management
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- * Help in the drafting of Job descriptions (up to 20 different positions)
 - * Help in the application of disciplinary procedure when needed
 - * Counseling employees when needed
 - * Draft contracts of employment
 - * Prepare payroll and monthly transfer procedures
 - * Keeping clear record of employee leaves and the related compensation
 - * Working closely with all departments, to assure the understanding and implementation of policies and procedures.
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- June 2006-june 2008 : Cashier and Customer Service at *MAZEN PHARMACY*
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Languages & Skills

- Excellent English and Arabic capabilities.
- Poor knowledge in French
- Computer literate in Windows, Ms Office, Internet applications.

Training

Basic reservation certificate

Travel port Lebanon-Galileo

TTT: Train the trainer

Phi management group

Workforce/payroll module

SETS software, DELL dealers in Leb.

Workforce/Time module

SETS software, DELL dealers in Leb.

People Skills

MCA People solutions

Activities

I have been given the chance to go through many voluntary development programs; that deal with the poor, orphans, elderly, and patients with Cancer.

2003: Participated as spokesperson for UNITED NATIONS office on drugs and crime, political corruption forum.

2002: second place winner in the public English speaking competition among academic institutions of Beirut city.

Interests

Social work, camping, reading, writing, theater, swimming, and surfing the net.

References& documents

Available Upon request

