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| rami yassin |  |
| **Bourj al barajneh/hesny jalloul street** |
| **70/608123 ▪ ramiyassin1@hotmail.com** |  |

**Birth date : 10/10/1995**

Profile

**Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.**

Experience

* **2011-2012 : shoppers (cheking quality of goods )**
* **2012-2013 cashier at Bloom Mart**
* **2013-2014 Extra waiter**
* **2014-2015 Dana Travel : Ticketing- accounting- Hotel Reservations- Visas- Microsoft office Package**

Skills:

* **Fluent in the usage and utilization of Microsoft Office package**
* **Internet Browsing**
* **Hard worker, eager to learn and resolve problems. Cooperative ,very efficient in team work and capable of working alone**
* **Driver license for motorcycle**

Education

* Brevet
* Bac 2 (Life Science Degree)
* Being an advisor at Model United Nation (MUN) at LAU (2011-2012)
* **Travel & Tourism at Mira Training center (MTC)**

References

* **Available upon request**