**Omar**

Date of Birth: 22/11/1991

Nationality: Lebanese

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**About Me**

My name is Omar Abou Trabi, I have a Bachelor’s Degree in Human Resources Management and I’m currently doing my Master’s Degree in Digital Marketing. I am seeking a challenging job that offers an ideal environment for me to grow in my field given the corporate atmosphere and the presence of primarily white collar professionals.

**Education**

**Master degree in Digital Marketing- Degree in process**

American University of Science and Technology, Lebanon, An affiliate to the State University of New York, New York, USA.

Expected date of graduation: June 2019

**Bachelor Degree in Human Resources Management**

American University of Science and Technology, Lebanon, An affiliate to the State University of New York, New York, USA.

Year of Graduation: 2015-2016

**High School Degree**

Name of School: International School Group-Dammam

Year of Graduation: Year 2012

**IFPA (International Fitness Professionals Association)**

IFPA Certificate - Personal Trainer

**Languages**

- Arabic: Native

- French: Fluent (speaking, reading, writing)

- English: Fluent (speaking, reading, writing)

**Work** **experience**

**Online supervisor sales at All Real Fans,** Al Zalka, Lebanon. (2016-2018).

- Strong experience of selling consumer products.

- Excellent customer service and sales skills.

- Superior communication, organizational, and supervisory skills.

- Ability to motivate sales team in meeting targets.

- Directing, motivating, and leading the sales team and assisting in meeting sales objectives.

- Scheduling shifts and approving leaves of members of the sales team.

**HR Assistant** at **Madebypros**, Al Zalka, Lebanon. (2014-2016).

- Responsible for responding to and acting upon any concerns from members of staff.

- Helping staff understand their rights as employees.

- Dealing with extremely personal information and awareness of the procedures for recording confidential information.

- Dealing with client inquiries face to face and over the telephone.

- Imputing at meetings both internal and external, promoting good business practice.

- Leading staff recruitment, interviews, and inductions periods.

**Reception Services** at **Akeel Decoration Company**, Al Khobar, Saudi Arabia. (2011-2012).

- Front office, guest services Team.

- Keeping professional interaction with guests and assisting in customer relations.

References are available upon request.

**General Skills**

- Impressive interpersonal talents.

- Creative, organized, highly motivated, and flexible.

- Work in a team work spirit.

- Work under pressure.

**Computer Skills**

- Expert with Microsoft Office (Word, Excel, and Power point).

- Expert with Microsoft Windows/Mac.

- Internet research.