**FIRAS ABED ISSRAWI**

**Aramoun, Ein Street**

**Halabi Bld. 2nd floor**

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Spoken and written languages: French, English, and Arabic

**PERSONEL INFORMATION**

D.O.B.: June 2nd, 1992

Marital status: Single

Nationality: Lebanese

**Career objective**

An interesting and challenging position with a growing company that is driven to excellence and promotes professional development based upon employee’s dedication, loyalty and ethics.

**Highlights of Qualification**

* Understanding clients needs.
* Excellent communication skills.
* Achieve company’s objectives.
* Adapts easily to new technologies.
* Good listener, solid work ethic, desire to excel, meet deadlines, enjoy fast-paced environment, motivated.

**Computer knowledge**

* **Software:** Microsoft office (Access, Power-point, Excel, Word, Outlook), Internet knowledge.

**Education**

* **BT – 3 - Buisiness and Marketing**
* Professional Culture School – PCS (2010-pending)
* **BT- 1 and BT- 2**
* Professional Culture school – PCS (2008-2010)
* **Brevet**
  + College Ras Beirut – Hamra, Bliss St. (2006-2007)

**Relevant Work Experience**

* **FDC – Food and Drugs Corporation** **– Operation Department,** Shweifat-Lebanon

**System Operator:** Stock controller:

Performing SRV’s(stock receipt vouchers), stock transfers, damaged/expired materials, Cash Vans transfers, and resale transfers by abiding to company’s policy, processing damage transfers, performing offers on system(shrink wrap) In/Out transfers, merchandise return requisition – MRR’s processing and receiving on system, goods return voucher – GRV’s processing and receiving on system.

Cashier:

Collect payments from sales representatives on time and daily basis by accepting cash and checks, handling receipt vouchers books, distribute them to sales people, keep close control by continuously updating related database, maintain safety and cleanness of the working environment by keeping money in a secure safe.

(2015-till date)

* **Lebanese Red Cross – Central OR,** Hazmieh- Lebanon (2013-2015)

**Senior Dispatcher:** emergency dispatch center, taking patients emergency calls,

Follow**-**up on the case and ambulance, ensuring the safety and security

Of both

* **Lebanese Red Cross,**  Beirut- Lebanon (2011-2013)

**Emergency Medical Technician – Basic (EMT-B):** pre-hospital patient care and safe

transportation of patients to hospital

* **Teleperformance,** Beirut-Lebanon

Data entry (2009)

**Interests and other qualifications:**

* Reading
* Red Cross Volunteer
* EMT-B and current Team Leader (2008-till date)

* GTC and ATC Training (August 2015)

*References upon request.*