

# Amro Jazzar



**Objective:** To have a challenging post where I can improve my skills and put into practice my knowledge and experience in order to add value to your well esteemed organization.

## Qualifications

---

- Able to work independently or with a team
- Communication, coordination and analysis skills
- Hard worker, flexible, open to ideas and willing to learn
- Able to adapt to new challenges

## Education

---

Bachelor of Science: **Business Management**- 2019  
**Lebanese university- Faculty of Economic Science and Business Administration, Branch 3-Tripoli**

## Work Experience

---

**SHELTER SOCIAL ASSISTANT July – FEB 2023**  
**NORWEGIAN REFUGEE COUNCIL (NRC)**

- Identification and assessment of people at risk with high/severe socio-economic vulnerability.
- Identification of collective shelters in need of rehabilitation of their common area.
- Awareness of raising of housing and property rights of refugees, when engaging with building owners.
- Responsible for calling NRC beneficiaries on a daily basis.
- Responsible for filling electronic assessments (using KOBO platform).
- Debriefing the shelter team on any challenges we face on daily basis. (referrals if needed)

**ENUMERATOR- Jan-July 22**

**PREMIERE URGENCE INTERNATIONALE, North (PU-AMI)**

- Organize, plan, and implement all activities with the support of the project manager in a timely manner and according to the SOPs.
- Identify needs and protection risks and technical assesments .
- Engagement and direct communications with Syrian community.
- Be responsible for the interagency referrals (follow ups, feedback and archiving).
- Ensure timely and highly quality delivery of psycho-social support and LIFE SKILLS sessions to adolescent girls and boys.
- Data entry and data cleaning of said assesments

**Volunteer- Sep-Oct21**

**Anera, Tripoli (Project with UNICEF)**

- Complete administrative process by counting the boxes of goods, ensure the distribution of goods to families on field.

## Contact

---

**Address:**  
Tripoli-Lebanon

**Phone:**  
+961-71049563

**Email:**  
amroujazzar@gmail.com

## Languages

---

Arabic: Mother tongue  
English: Very good

## Interest

---

Sports  
Video games

## Skills

---

Computer Skills: Word, Excel, Power Point, and other Microsoft office Apps

## References

---

- Joudi El hout-  
Team leader at  
PU-AMI.  
[Tel:70-614461](tel:70-614461)
- ALI KHAMIS-  
SHELTER OFFICER  
at NRC  
TEL: 76-487532
- Hassan Bakkar-  
General manager  
at baytna express-  
[Tel:71-111761](tel:71-111761)

**Volunteer-** Aug 2019

**Development for people and Nature association, Tripoli**

Local development program for deprived urban areas in Tripoli implemented by German NGO (GIZ). My duties were to manage and distribute a thousand rations of food.

**Cashier-Jul-Dec 21**

**Baytna express, Tripoli**

- Provides a positive customer experience with fair, friendly, and courteous service.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Resolves customer issues and answers questions.
- Processes return transactions.

**Sales associate-** Sep- Oct-2019

**Moustache, Kaslik**

- Greeting customers.
- Operating cash registers.
- Increasing in store sales.
- Maintaining sales floor appearance
- Directing customers to merchandise.
- Cooperate with designers to create clean interfaces and

**Cashier-** Jun-Aug-2019

**Monah Jazzar house-ware, Minyara**

- Collect cash, checks, and credit card payments from customers.
- Make change accurately and efficiently.
- Issue receipts to customers.
- Deal with returns and refunds as necessary.
- Maintain cash control over register drawer and verify amounts are correct.
- Answer customer questions as they arise.