



TAREK MARZO

Skill Highlights

- Coding (C++/HTML/PHP)
- Project management
- Strong decision maker
- Computer Networking
- Data Entry / Typist
- Complex problem solver
- Creative design
- Innovative
- Service-focused

Languages

Arabic – Native
English – Fluent

Information Technology: I am seeking a role where innovation is at the core of the organizations mission. To apply my IT skills to enhance the organizations business process and contribute to the business objectives. I am self-motivated and enjoy working with a diverse team.

Experience

06/2016 to 09/2020

IT and Sales executive, Saha Jewelry – Beirut, Lebanon

- Implement the POS system and provided training to the team.
- Implemented a CRM system creating customer profiles contributed to a 19% increase in sales.
- Installed, tested, and serviced all alarm systems to ensure product safety.
- Assist with sales, customer service and merchandising daily activities.

05/2012 to 05/2014

Data Entry Specialist, Port Of Beirut – Beirut, Lebanon

- Ensured data quality eliminating data entry errors and duplication across all systems.
- Ensured data readiness and decency on all system daily.
- Updated port databases to accurately reflect current operating procedures.
- Reviewed data entry process, identified errors, and provided recommendation to supervisors for improvement.
- Produced daily reports to the Port Administration for business efficiency.

03/2010 to 04/2012

Customer Services Agent, Maliks Bookshop – Beirut, Lebanon

- Offered friendly and efficient service to all customers, handled challenging situations with ease.
- Carried out day-day-day duties accurately and efficiently.
- Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
- Utilized work order and job instructions to identify necessary materials and quantity requirements.

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Education

2009-2014

**Bachelor of Science: Information and Computing Technology -
Arab Open University, Lebanon**

Certifications

Earned recognition for my senior year project, creating an Android based application on server to administrator in order to control and monitor data consumption.

References

References available on request

