Omar Chaker Sultani

Permanent Address

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Nationality

Lebanese

Born

May 22, 1995

Languages

- Fluent in French, English and Arabic

Technology

- MS Office
- Internet surfing

Key Strengths

2 years of diverse work experience, 1 year of internship in Roumieh prison & in the Palace of Justice; four years of diverse summer jobs; multilingual; acquired interaction skills through volunteering in many non-profit organizations and being a member of others; strong communication skills; a motivated hardworking learner and trained leader.

Education

Psychologist (Graduated in July, 2018)

- *Lebanese University, UNESCO, Lebanon*

Baccalaureate Degree in Economics & Sociology (2014)

- *Lycée Chahid Hassan Khaled, Beirut, Lebanon*

Experience

Sage and Savvy (June 2019 – February 2020)

Operation Supervisor at LAU Beirut Cafeteria (Restaurant, café, kiosk & event catering service)

- Been in charge of catering 2400+ students, deans & university staff.
- Run & oversaw the catering team in all aspects of food creation, preparation & service.
- Developed and maintained working practices in line with food hygiene & safety regulations.
- Controlled the cash flow and the financial procedure.
- Led and motivated the team to deliver a high standard of food and beverage preparation and service and to ensure the best customer service.

Right Road Centre (October 2018 – May 2019)

Shadow Teacher

- Been responsible for kids with special needs.
- Prepared activities & games for the kids on a daily basis.
- Presented daily reports about the kids behavior.
- Coordinated with the kids therapists on a weekly basis.

Haceb Group (May 2018 – October 2018)

Business consultant

- Worked on promoting and demonstrating company's new software.
- Worked on HR Payroll system and NSSF files.

Sales assistant

- Worked on exciting and potential clients to achieve the monthly target.
- Conducted daily calls and daily outdoor meetings with customers.
- Reported directly to sales manager through daily reports.

Internship (Spring 2018)

Roumieh Prison

- Worked on 6 different case studies with minor prisoners.

- Prepared reports for the supervisor on a weekly basis after each visit to the prison.

Internship (Winter 2018)
Palace of Justice
- Attended trials in the court as well as investigation sessions.
- Prepared reports on a monthly basis.

Sales Assistant (June 2016 - September 2016)
Cortefiel stores – Retail Group
- Assisted customers in order to help them find what they need
- Arranged window displays & shelves.

Football Referee (December 2014 - Present)
Lebanese Football Assocation LFA
- Been a referee in football games.
- Trained on referees rules & regulations.
- Acquired physical fitness tests certifcates with an honor degree (ranked 2)

Floor Manager (September 2014 – December 2015)
Al-Fakhani Stores – Blé Sucré
- Been responsible for the store opening.
- Been responsible for the store windows display.
- Been responsible for the daily attendance and employees schedule.
- Supervised all daily transactions.
- Worked and dealt with all suppliers.
- Posted daily records and reports to the owner on daily activities.

Monitor (June 2014 – September 2014)
AUB Summer Camp
- Prepared a one-month program with a team of professionals for a summer camp that included kids aged six to ten and executed it successfully as a team.

Monitor (June 2012 – September 2012)
Dent de Lait – Golf Club
- Supervised kids during their daily activities.
- Prepared daily reports for each kid.
- Communicated with parents on a daily basis.

Memberships & Interests

- Active scout member and scout leader: Lebanese Scout Association (2007-Present), Beirut, Lebanon.
- Active referee at Lebanese Football Association.

Certificates & Awards

- Certificate in First Aid training from Lebanese Red Cross (2010).
- Certificates of physical fitness test (RANKED 2) (2014, 2015 & 2016).
- Certificate of winning the “perfect leader” award in Summer Camp 2015.
- Ten certificates of attendance to training camps/days (2007-Present).