

MAHMOUD GHANNOUM

BUSINESS ADMINISTRATOR



Objectives

Offering visionary capability to Strategies, Communicate and Execute Business deliverables to influence significantly organization's Management Information Systems objectives.

Personal Info

Address: Hamad St., Beirut, Lebanon

Phone number: +96170399110

Email: Mahmoud.w.ghannoum@gmail.com

Date of birth: 12-01-1994

Business Administrator with 7 years of experience

- Employee of the year in 2013
- Employee of the month in March 2015
- Employee of the month in September 2016

Dedicated and involved in team work.

Experience

Administrator – Data organizer

2016-04 till present

Optic Walid

- Creating forms
- Data Entry
- Data organizing
- Data development
- Obtaining reports.

Salesman

2017-12 till present

DOCULAND, Stationery and Multimedia department

- Customer service
- Follow up with customers on sales
- Checking sales reports
- Order for daily, weekly and monthly sales
- Stock adjustments and inventories
- Work on target achievement

Supervisor

2015-03 till 2017-07

TSC Signature, Front End department

- Scheduling
- Refund, return, cancel, and adjust transactions
- Follow up loyalty programs and employee targets
- Insure customer greetings and care from employees
- Insure high employee performance

Cash Officer

2012-09 till 2015-03

TSC Signature, Administration

- Opening and closing shifts
- Cash Inventories
- Credit entries
- Adjusting Purchased Amounts
- Cash Exchanging for cashiers
- Reporting to finance

Sales Representative

2008-07 till 2012-07

Optic Walid

- Supporting customers with suitable items
- Monthly Inventory support
- Insuring store hygiene.

Education

AUL, Management Information Systems

2012-10 till 2017-06

- Business and Computer courses
- Process Management

Skills and Abilities

- Manage teams in a flexible way
 - Advanced knowledge of Microsoft Applications
 - Microsoft NAV training
 - Customer Service and Hotline certificate from Global University
- Software engineering, QlickView and Access

Languages

- Arabic (Mother tongue)
- English (Writing, Reading and Speaking – FLUENT)
- French (Beginner)

Leadership

Front End Supervisor at TSC Signature effective March 2015 till present with high communication and leadership skills certified from the specified company.

Interests

Driving, Swimming, Adventures and Skydiving.

References

Store Manager, TSC Signature

Mr. Henry Saadeh

Email: henry.saadeh@sultan-center.com.lb

Mobile number: +9613497314

Front End Manager, TSC Signature

Mr. Johnny Chebel

Email: johnny.chebel@sultan-center.com.lb

Mobile number: +9613557117

Store Manager, Optic Walid

Mr. Walid Ghannoum

Email: optic_walid_ghannoum@gmail.com

Mobile number: +96170878293