

# Hadi A. Ghaddar

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Saida, Lebanon  
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***Seeking a challenging career with a progressive organization that provides opportunity to utilize my skills and abilities.***

## WORK HISTORY

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2<sup>nd</sup> July – 2<sup>ND</sup> Oct (2018)      **Ghaddar for Commerce & Construction** - Gazieh, Lebanon  
**Internship**

- Assisted accounting & administrative officers in daily routines.
- Working as a salesperson I was responsible for handling wholesale and retail customers, telemarketing, and handling stocks from suppliers.

28<sup>TH</sup> may - 22<sup>TH</sup> June (2018)      **Audi Bank**  
**Internship**

- Accurately read, understand, and carried out written instructions
- Assisting daily vault and ATM audit in his daily operations.
- Performing daily paperwork and data entry.
- Rotating among diverse departments to understand the overall structure.
- Provided assistance to tellers and other bank staff to better understand the bank's products
- Assisted CSO with filling new deals and other Customer related forms.

24<sup>TH</sup> Oct - 27<sup>TH</sup> Feb (2017/2018)      **Blom Bank**  
**Outdoor sales/Office Assistant trainee**

- Assisted accounting officers in daily routines
- Sell various types of bank services to businesses and individuals

- Seek out new clients and develop clientele by networking to find new customers generate lists of prospective clients.
- Attended meetings and conferences to learn about new products, services, and work related skills.
- Worked closely with sales team to achieve the set goals.
- Engaged in servicing customers and collecting required business data.
- In-depth knowledge of finance and marketing principles within the banking industry.

18<sup>TH</sup> JAN -18<sup>TH</sup> FEB 2016

**LIBRA**

Accounting/Office Assistant trainee

- Operating ONYX system
- Assisting Data-Entry Clerk
- Over viewing minor accounting routines and procedure

April 2013 – AUG 2018

**FREELANCE**

Free Trading

- Wholesale and retail selling of Mobile Phones/recharge cards.
- Marketing
- Distribution
- Telemarketing

JULY – OCT 2013

**MC DONALD'S**

Crew Member

- Take orders and up selling customers new deals, products and upsizing options
- Preparing food items as per SOP of Mc Donald's
- Serving customers while adhering to McDonalds' service standards and policies
- Maintaining cleanliness and hygiene standards in work premises.
- Transferring supplies and equipment between storage and work areas
- Assisting kitchen staff as a substitute when needed
- Retain inventory and record
- Welcoming and hosting customers

JULY – OCT 2012

**AG GROUP**  
Sales assistant

- Directly selling to customers
- Assisting shop manager in daily tasks
- Handling cash

2008 -2010

**MOUSSA CELL**  
Sales assistant

- Operating Western Union's online system (OMT).
- Operating LOTO machine
- Taking orders from customers.
- Handling Cash and receiving stock from suppliers.

1<sup>ST</sup> SEPT -1<sup>ST</sup> OCT 2016

**KHALIFE FOR OIL AND LUBRICANTS**  
Internship

- Assisted accounting officers in daily account routines
- Operating NORIA software (data entry , pulling and creating reports)
- Creating reports in billing department
- Retain inventory and records
- Taking orders from customers , and handling stocks
- Internal stock reports and accounts

## EDUCATION

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2014 – 2017

**LEBANESE INTERNATIONAL UNIVERSITY**  
BA, Management Information Systems –

*GPA Graduated: 2.83*

2011 – 2014

**E.T.M (ÉCOLE TECHNIQUE MAGHDOUSHA)**  
Technical Baccalaureate

BT degree in IT (Informational Technology)

## Academic certificates

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## SKILLS

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- Computer Skills: Internet, Microsoft Office, MY SQL workbench, Java, Tableau
- Communication skills
- Team member
- Self motivated and problem solver
- Interpersonal skills
- Flexible and reliable
- High adaptability to new environments
- Excellent attention to detail
- Good research skills
- Quick learner
- Excellent time management

## INTEREST

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- Sports: Football, bodybuilding, basketball, table tennis, swimming
- Community service / volunteer work,
- Social Development
- Topic researching

## LANGUAGES

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English	Fluent
Arabic	Mother-tongue
French	Satisfactory

## REFERENCES

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**Mr. Pierre Moussa** Owner – **Moussa Cell** (Saida/ Lebanon) (70 / 111458)

**Mr. Salah Yassine** Head Barista - **McDonalds** (Saida – Lebanon) (03 /050244)

**Mrs. Hanan Ghaddar** Managing Director & Chief Audit- **LIBRA** (Nabatieh –Lebanon) (03/680652)

**Mr.Ahmad Sohani** Accounting Manager at **Est khalife for Oil & lubricants** (ghazieh- Lebanon) (03/729220)

**Ms.Dina Dirany** Assistant branch Manager at **Blom bank** (Saida,Eastblvd- lebanon) (03/924195)

**Ms Joumana Chrateh** Operational/ teller Supervisor **Bank Audi** (Saida,Eastblvd- Lebanon) (03/354675)

**Ms Zouhor Ghaddar** Commucation Manager **Ghaddar for Commerce & Construction** (Ghazieh Main road, -Lebanon) (03/422525)