



Hussein HAMMOUD

Executive Administrator

at SOCIETE TALA LE GRAND BAZAR Sarl

Location: Beirut, Lebanon
Education : Master's degree, Business Administration
Experience: 12 Years, 11 Months

CONTACT

Location: Beirut, Lebanon
Name: Hussein HAMMOUD
Mobile Phone: +961.71055025
Country: Beirut, Lebanon
Email Address: husseinhammoud902@gmail.com

LAST ACTIVITY: 2018-09-27

REF.: CV52372371

TARGET JOB

Target Job Title: Executive Administrative Assistant

Career Level: Management

Target Job Location: Lebanon

Career Objective: Executive Administrator with 9+ years of experience assembling facility reports, and maintaining the utmost confidentiality.

Possesses a B.A. in Computer Science and expertise in Microsoft Excel.

Looking to leverage my knowledge and experience into the same role.

Employment Type: Full Time Employee

Notice Period: Immediately

PERSONAL INFORMATION

Birth Date 11 April 1982 (Age: 36)

Gender Male

Nationality Lebanon

Residence Country Beirut, Lebanon

Name in Arabic حسين حمود

Marital Status Married

Number of Dependents 2

Driving License Issued From Lebanon

EXPERIENCE (12 YEARS, 9 MONTHS)

August 2008 - September 2017

Executive Administrator

at SOCIETE TALA LE GRAND BAZAR Sarl

Location: Democratic Republic of the Congo

Company Industry: Other

Job Role: Administration

As an Executive Administrator for 9 years (2008 - 2017) IN KINSHASA-CONGO, I was responsible for:

- * Finance (jv, pv, cr, monthly balances, P&L and other financial duties).
- * Cash flow (petty cash, budgeting, banks reconciliation and all internal and external bank transactions).
- * Sales (invoicing, daily sale reports, pricing, dealing with customers statements and account situations).
- * Stocks (yearly and surprising inventories & depreciation, ALL IN & OUT stock transactions).
- * Import export (managing all the departement of imp.- exp. and necessary documentations).
- * HR departement (dealing with 38 employees, payrolls, attendance sheet & absence, recrutement & retirement, leaves, ticketing, visas & passports, remark notes & letters for employees).
- * Other managerial & Administrative office tasks in order to push the daily & monthly transactions of the company to the success.
- * Taxations and related.

August 2007 - June 2008

Computer Teacher

at AL KAWTHAR SCHOOL

Location: Beirut, Lebanon

Company Industry: Other

Job Role: Teaching and Academics

As Computer Teacher for 1 year (2007 - 2008), I was responsible for:

1. Teaching Ms. Office for students and school teachers in order teachers are up to date with Information Technology.
2. Maintenance of all computers of the school.
3. Supervisor of Grade 9 class.

January 2005 - July 2007

JUNIOR ACCOUNTANT & BRANCH MANAGER

at HARDWARE INTERNATIONAL CO.

Location: Beirut, Lebanon

Company Industry: Other

Job Role: Accounting and Auditing

As Junior Accountant & Branch Manager for 2 years (2005 - 2007), I was responsible for:

* Invoicing and Billing duties.

* Dealing with sales & customers.

* Managing the staff members in order to ensure good result in achieving goals of the company and policies.

Extra years of experience not listed above: 0 Years, 1 Months

EDUCATION

Master's degree, Business Administration

at BUSINESS & COMPUTER UNIVERSITY COLLEGE

Location: Beirut, Lebanon

June 2005

Grade : 3 out of 4

NOT YET COMPLETED, I STILL HAVE 2 COURSES TO COMPLETE THE CERTIFICATE.

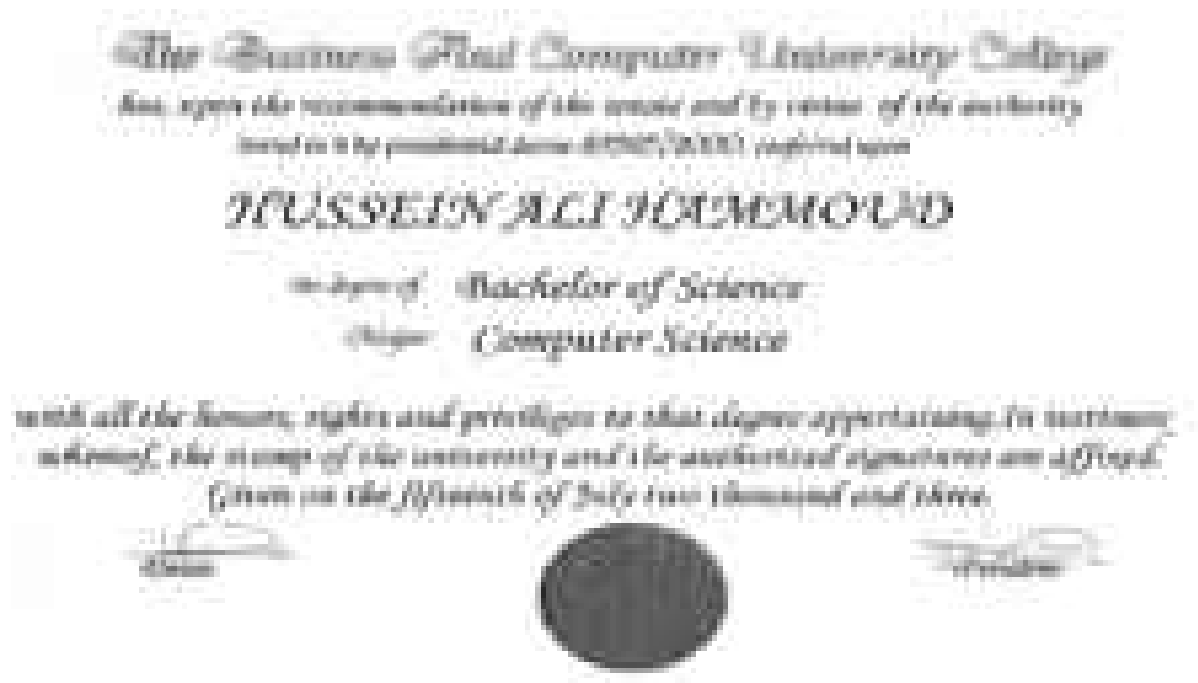
Bachelor's degree, Computer Science

at BUSINESS & COMPUTER UNIVERSITY COLLEGE

Location: Beirut, Lebanon

June 2003

Grade : 2.67 out of 4



SPECIALTIES

Administration

Questions: 0

Answers: 0

SKILLS

MICROSOFT OFFICE APPLICATIONS

Level: (Expert)

LEADERSHIP

Level: (Intermediate)

Typing

Level: (Expert)

RECRUITING

Level: (Intermediate)

BUDGETING

Level: (Expert)

MANAGEMENT

Level: (Expert)

CUSTOMER SERVICE

Level: (Expert)

LANGUAGES

Arabic

Level: (Native)

Afrikaans

Level: (Intermediate)

English

Level: (Expert)

French

Level: (Expert) | Experience: More than 10 years

REFERENCES

Mr. Fadi Oueidat

Job Title: Auditor

Company Name: -----

Phone Number: +961.3321391

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HOBBIES AND INTERESTS

SPORTS

Reading

Traveling

