

Mhammad Kayal

Business Management

1. Personal Data:

Full Name: Mhammad Ahmad Kayal . *Born on* June, 1992, Bekaa, Lebanon

Mobile: (+961) 71 278479 / *Email:* mhammad.kayal@hotmail.com

Character: ENTJ – The Commander: Natural born leader, project oriented, focused on the task at hand, logical and thoughtful before taking action, a bit perfectionist, and well-developed communication skills.

2. Education:

Feb 2019 **Lebanese University-Business Administration/Beirut, Lebanon**
Business Management Bachelor

3. Experience:

May 2016 **Chief Purchasing Officer, Lebanese Swiss Bank sal, Beirut, Lebanon**
Jan 2019 Key Achievements: Reduced costs by 54%, Consumption by 45%

Sep 2015- **Administrative Supervisor, Constructions LLC, Jounie, Lebanon**
Feb 2016 Procurement, Inventory Control, Operations

Jun 2014- **Administrative Assistant, Xbox Clothing, Bekaa, Lebanon**
Jan 2015 Sales, Purchases, Inventory control

Jan 2012 **Administrative Assistant, Dar Amal Hospital, Bekaa, Lebanon**
Jul 2012 Purchases, Front Office Customer Service

4. Special Skills:

Computer Literacy: ERP, Microsoft Office -  ,  ,  , Social Media  ,  ,
Internet navigation & Research.

Key Skills: Leadership, Interpersonal, Strength of character, Team Building, Flexibility, Strategic Planning, Persuasive Influence, Motivation, Emotional Intelligence, Creativity, Adaptability, Verbal Communication

Language	Speaking	Writing	Reading
Arabic	Excellent	Excellent	Excellent
English	Very Good	Excellent	Excellent