

Mohammad Zaher

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EDUCATION

- BS in Business Studies- Information Technology Management (ITM), Lebanese American University

Major GPA: 3.12

- Notable Courses Taken:
 - Data and Information Management
 - Enterprise Resource Planning
 - System analysis and design
 - Inform. Security & Protection
 - Computer programming
 - Information Technology Management
 - Business Data Communication

- Rafic Hariri High School, Saida, Lebanon. Class of 2015.

PROFESSIONAL EXPERIENCE

- Shakayer Farms, Marwaniye, Lebanon (10 June, 2017 - present)

- Administrative Assistant

- Developed a financial tracking tool (on Microsoft Excel) in order to systemize and organize the financial aspect of the farm and track expenses and revenues.
- Assisted in accounting (organized books, invoices, and payments due)

- Riad Nassar Library (RNL), Lebanese American University (5 September, 2016 - 23 December, 2017)

- IT Help Desk Assistant

- Handled the library's hardware equipment (installation and setup of new machinery, as well as preventive maintenance of computing and networking systems)
- Communicated with the IT department for the configuration of networks on newly installed machinery.
- Assisted students with the navigation of certain computer systems
- Aided students with Troubleshooting issues on library computers

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Access)
- Adobe Photoshop, Illustrator, InDesign
- SAP ERP (enterprise resource planning software)
- SQL (database management language)

SOFT SKILLS

- Strong leadership qualities • Prowess in multitasking • Communication and networking abilities

LANGUAGES

- Arabic (Native language) • English

INTERESTS

- Tennis • Hiking • Swimming • Photography