



Moustapha ABOU EL HASSAN

Nationality: Lebanese

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Date of birth: 06/08/1993

Gender: Male

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Address: 22 Naef Tello St -Bashoura, Beirut (Lebanon)

EDUCATION AND TRAINING

Master's Degree in Data Science

Saint Joseph University [2020 - In Progress]

Address: Mansourieh, Metn (Lebanon)

Bachelor's Degree in Management Information Systems

Lebanese International University [2013 - 2015]

Address: Mouseitbeh, Beirut (Lebanon)

Lebanese Baccalaureate (General Science)

Collège du Sacré-Coeur Gemmayzé [2008 - 2011]

Address: Gemmayzé Gouraud Street, Beirut (Lebanon)

Certificate in Microsoft Excel Advanced Level

Formatech Learning Center

Address: Sodeco Square Sodeco, Beirut (Lebanon)

WORK EXPERIENCE

Electronic Data Processing Specialist

WeFashion SAL [02/09/2018 - Current]

City: Beirut

Country: Lebanon

- Monitor and maintain current inventory levels; process purchasing orders as required; track orders and investigate problems.
- Record and import purchase order, maintains database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.
- Perform process and system testing, and track performance by area to locate and solve problems in data integrity, productivity and efficiency.
- Create an easy-use and structured data archive, for retail information.
- Provide end users with full support and needed instructions for the ERP System and the mobile computers.
- Handle and update, KPI reports.
- Monitor and maintain e-commerce item master files.

Junior Electronic Data Processing Specialist

AZADEA Group Management [03/01/2016 - 31/08/2018]

City: Beirut

Country: Lebanon

- Validate and schedule the import/export of the electronic sales and receive data on daily basis.
- Import electronic data files related to shops' inventory stock (purchase order, sales, transfer, updated sale and prices) and Consolidate it with the internal system and update the difference upon receipt.
- Follow-up with the IT department/ supplier concerning any error in the imported e-files.
- Provide stores with needed electronic data and support to ensure proper reception of goods, and to conduct efficient cycle counts.
- Validate the shops' cycle count data and import it into the system to generate needed cycle count results.
- Perform trainings and providing the shops employees with the needed information and support for the system, machines and applications used in their shops' inventory tasks.

SOCIAL ACTIVITIES

Member of Youth Committee Ibrahim Abd El Al Foundation for Sustainable Development

Beirut (Lebanon)

HONOURS AND AWARDS

2017 Spring/Summer Season – AZADEA Thank you Champion

AZADEA Group Management [2017]

LANGUAGE SKILLS

Native language:

Arabic

English

BULATS Level C1

French

DELFI Level B2

DIGITAL SKILLS

Advanced knowledge of MS Excel (programming/macros) / microsoft access / Adobe Photoshop / JDEdwards / MS Dynamics Navision / Microsoft Office / WordPress

CONFERENCES AND SEMINARS

Entrepreneurship e-Hackaton: Solution for the Mediterranean Region

[Online, 24/06/2020 - 26/06/2020]