

Hadi A. Ghaddar

Age: 24

Nationality: Lebanese



Personal summary: Possessing a can do attitude and willingness to undertake on routine essential tasks as well as looking into a developing career path in a leading company. Currently, looking for a suitable office entry level position that offers lots of opportunity for career development and also will make the best use of my existing skills and experience.

EDUCATION

2014 – 2017 **LEBANESE INTERNATIONAL UNIVERSITY**
BA, Management Information Systems

GPA Graduated: 2.83/4

2011 – 2014 **E.T.M (ÉCOLE TECHNIQUE MAGHDOUSHA)**
BT degree in Informational Technology

GPA Graduated: 12/20

Academic certificates

IELTS

Experience

April 2014– AUG 2018 **Freelancer**, saida Lebanon

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

24TH Oct - 27TH Feb
(2017-2018) **Blom Bank**, (outdoor sales, office assistant trainee), Saida-blvd, Lebanon

- 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.

JUN – OCT
(2008-2010)

MOUSSA CELL, (Sales assistant), Saida, Lebanon

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

Internships

2nd July – 2ND Oct
(2018)

Ghaddar for Commerce & Construction, Ghazieh, Lebanon

- 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.

28TH may - 22TH June
(2018)

Bank Audi, SAIDA –BLVD, LEBANON

- 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.

SEP (2016)

KHALIFE FOR OIL AND LUBRICANTS, Ghazieh, Lebanon

- 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

18TH JAN -18TH FEB
(2016)

LIBRA , Nabatieh, Lebanon

- Operating ONYX system

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

LANGUAGES

- English: Fluent
- Arabic: Mother-tongue
- French: Basic

Skills

- Communication skills
- Self motivated and problem solver
- Interpersonal skills / Team member
- Flexible and reliable
- High adaptability to new environments
- Excellent attention to detail
- Good research skills
- Quick learner
- Excellent time management

IT skills

- Microsoft office:** Professional
- SQL:** Satisfactory
- Tableau for analytics:** Satisfactory
- Java:** Beginner

INTEREST

- Sports: Football, Basketball, Table tennis, Swimming
- Community service / volunteer work
- Social Development
- Topic researching

References

Ms Zouhor Ghaddar *Communication Manager* **Ghaddar CO** (Ghazieh-Lebanon) (03/422525)

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

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

Mr.Ahmad Sohani *Accounting Manager at* **Est khalife** (Ghazieh- Lebanon) (03/729220)

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

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