

Hussein Mehdi

Beirut ,ras nabee, beirut, * +96176770201 * hussein.mehdi@hotmail.com

CAREER OBJECTIVE

I will try to grasp the various activities which are needed for my job at internship level. I will attempt to learn the project's nature so that it will provide me the opportunity to develop my skills.

CORE COMPETENCIES

- Analytical thinking
- Flexibility
- Excellent communication skills
- Creative thinking
- Writing skills
- Detailed and Organized
- Computer competency
- Decision making

PROFESSIONAL EXPERIENCE

HOUSING MANAGEMENT GROUP, BEIRUT , LEBANON

Real estate consultant/freelance broker, February 2014 – till now

- Coordinate with HMG to process all requests wanted to ensure the fulfillment of all clients.
- Organizing the work with all HMG brokers to ensure that we provided the client with his exact request.
- Interconnect between buyer and seller to organize the perfect time of properties viewing that meet both clients time schedule.
- Handling of marketing and social media posts to acquire clients.

LIGHT AND BUILD, BEIRUT MONOT , LEBANON

Assistant engineer, May 2013 – September 2013

- Set goals and deadlines for the department.
- Installation and programming of equipment in clients houses.
- Maintenance of any malfunction in products installed
- Monitor the facility to ensure that it remains safe, secure, and well maintained.
- Participate in company meetings to introduce new products and installation management.

CROSSROADS RECRUITEMENT , Beirut azarieh building , Lebanon

freelancer/office manager, Jan 2014 – august 2014

- Acquire meetings with companies human resources officers to ensure recruitment contracts.
- Marketing and headhunting of potential employees to ensure the best quality result.
- Interviewing all potential employees who applied to assure that they are fit to intended job position.
- Finalizing and closing all contracts made with companies.
- staying up to date with all companies after closed contracts to ensure that our service satisfied them.

EDUCATION

ARTS, SCIENCES AND TECHNOLOGY UNIVERSITY IN LEBANON(AUL), Beirut Lebanon

Bachelor of Science in computer and communication, October 2017

- GPA 2.2/4.0

ADDITIONAL SKILLS

- Proficient in Microsoft Office.
- Trilingual and fluent in Arabic, English and French.
- Professional computing skills.