

Mhammad Mahdi  
Baassir/mount lebanon

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25-Sep-2019

Hiring Manager

Dear Hiring Manager,

I am applying for this job position at your company. Based on the posted description, I am confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience.

I can be reached at the number above or at my email address.

Please find my resume attached

Sincerely,

# Mhammad Mahdi

Baassir/mount lebanon

Phone: 76131185

Email: mhammadhicham@hotmail.com

## Objective

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To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

## Experience

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### **Barbar**                      **1-Sep-2019 to Still Working** **Cashier**

1) Receive payment by cash, check, credit cards, vouchers, or automatic debits. 2) Issue receipts, refunds, credits, or change due to customers. 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

### **Kababji Grill**                      **1-May-2019 to 10-Jul-2019** **Cashier**

1) Receive payment by cash, check, credit cards, vouchers, or automatic debits. 2) Issue receipts, refunds, credits, or change due to customers. 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

### **Taj Best Foods**                      **5-May-2018 to 10-Sep-2018** **Sales**

conducts sales out in the field via face-to-face interactions with both potential and existing customers. I am responsible for offering the best possible customer experience as well as providing hands-on explanations of any new or updated products when necessary.

### **Beirut Port**                      **3-Mar-2017 to 14-Oct-2017** **Forwarding Agent (Transitaire) Assistant**

Freight forwarders play a vital role in the movement of goods from one place to another. We act as essential go-betweens in the import/export process and provide assistance to individuals, commercial organisations, importers and exporters who need help facilitating their international trading operations.

### **Bohsali Foods**                      **23-Mar-2013 to 21-Jan-2014** **Sales**

conducts sales out in the field via face-to-face interactions with both potential and existing customers. I am responsible for offering the best possible customer experience as well as providing hands-on explanations of any new or updated products when necessary.

## Education

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### **Shhim High School - 12-Jul-2010** High school degree

### **Aul University - 7-Jul-2013**

Studied 2 years hotel managment

### **Skills**

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Arabic: native

English: good

French: fair