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# MOHAMMAD AL MOURADY

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## PROFILE

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Looking to join a progressive organization that has new challenge and has priority and goals of safe-way and act in way that consistently present a positive image, and justify believes in one's ability to accomplish a task. This is my desire for self- improvement by acquiring more and better skills and knowledge.

## EXPERIENCE

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### BLOM BANK S.A.L.

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#### DATA ENTRY: JULY 2015 – FEBRUARY 2017

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- Tests customer and account system changes and upgrades by inputting new data; reviewing output.
- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

METLIFE INSURANCE CALL CENTER

BEIRUT CIRCLE SALES (TRAINING)

CITRUSS CUSTOMER SERVICE (TRAINING)

## PERSONAL SKILLS

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- Flexible and adaptable.
- Responsible, hard working.
- Willing to learn new things.
- Ability to work under pressure
- Ability to grasp information quickly.

## TECHNICAL SKILLS

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- **Computer tools:** Microsoft Office.
- Knowledge of IT and finance packages.
- Possessing strong numeric and analytical skills.
- Ability to manipulate analyses and interpret both financial and business data.
- Resource planning.

## EDUCATION

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**MASTER DEGREE IN FINANCE(M1), LEBANESE UNIVERSITY –BEIRUT**

**2016**

**BACHELOR IN FINANCE, WITH A MINOR IN MANAGEMENT, LEBANESE UNIVERSITY –BEIRUT**

**2012 – 2016**

**LEBANESE BACCALAUREATE IN ECONOMIC AND SOCIOLOGY, OFFICAL HIGH SCHOOL OF JAMIL RAWASS-BEIRUT**

**2012**

## LANGUAGES

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Arabic and English (read, written, and spoken).

## PERSONAL INFORMATION

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- Date and place of birth: October 10<sup>th</sup>, 1992 – Beirut, Lebanon.
- Nationality: Lebanese.
- Marital Status: Single.