

Hadi A. Ghaddar

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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 career developing opportunities while will make use of my existing skills and experience.

Education

Lebanese International University, Sidon, Lebanon

(2014 – 2017)

BA, Management Information Systems

- GPA Graduated: 2.83/4

E.T.M (Ecole Technique Maghdousha), Sidon, Lebanon

(2011 – 2014)

BT Degree in Information Technology

- GPA Graduated: 12/20

Academic certificates

IELTS

Work Experience

Freelancer, Saida, Lebanon

(April 2014 – DEC 2018)

- Wholesale and retail selling of telecom services such as phone credit, phones and packages.
- Developed a marketing strategy which majorly includes advertising through social media.

Sales Representative, Saida, Lebanon

Blom Bank

(OCT 2017 – FEB 2018)

- Supported in the sales of various types of bank services targeting organizations and individuals.
- Sought out new clients and developed clientele through events and networking.
- Engaged in servicing customers while collecting required business data.
- In-depth knowledge of finance and marketing principals within the banking industry

Sales Assistant, Saida, Lebanon

Moussa Cell

(JUNE 2008–OCT 2010)

- Welcoming the staff and providing them with advice on the product most suitable for them.
- Handling cash and card transactions
- Assisting with in-store merchandising
- Counting up the day's taking and deposition into the safe
- Keeping track of all expenditure and sales

Internships

Sales and Accounting Intern, Ghazieh, Lebanon

Ghaddar for Commerce & Construction

(JULY –SEPT 2018)

- Assisted accounting & administrative officers in daily routines.
- Handled wholesale and retail customers
- Managed the receivable stocks from suppliers.

Accounting & Operations Intern, Saida , Lebanon

Bank Audi

(JUNE 2018)

- Accurately read, understand, and carried out written instructions
- Assisting daily vault and ATM audit in his daily operations.
- 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.
- Attended conferences to learn about new products, services, and work related skills.

Accounting Intern, Ghazieh, Lebanon

Khalife for Oil and Lubricants

(SEPT 2016)

- Assisted accounting officers in daily account routines
- Operating NORIA software (data entry & creating reports)
- Creating reports in billing department
- Retain inventory and records
- Taking orders from customers, and handling stocks

Accounting Intern, Nabatih, Lebanon

LIBRA

(18th JAN -18TH FEB 2016)

- Operating ONYX system (Data Entry & creating reports)
- Over viewing minor accounting routines and procedure

Personal Skills

Languages	Skills	IT expertise
<ul style="list-style-type: none">• English: Fluent• Arabic: Mother-tongue• French: Basic	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Microsoft office: Professional• SQL: Satisfactory• Tableau for analytics: Satisfactory• Java: Beginner

Interest

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

References

Available upon request