



MUSTAFA H. ABOU AL HASAN

EDUCATION

Lebanese International University, Beirut - Lebanon

2013 - 2015

Bachelor's Degree in Management Information Systems – GPA: 3.0

Collège du Sacré-Coeur Gemmayzé, Beirut - Lebanon

2011

Lebanese Baccalaureate (General Science)

PROFESSIONAL EXPERIENCE

WEFASHION SAL; HAMRA SQUARE, Beirut - Lebanon

EDP SPECIALIST

September 2018 - Present

- Monitor and maintain current inventory levels; process purchasing orders as required; track orders and investigate problems.
- Record and import purchase order, maintains database, perform physical count of inventory, and reconcile actual stock count to computer-generated reports.
- Perform process and system testing, and track performance by area to locate and solve problems in data integrity, productivity and efficiency.
- Create an easy-use and structured data archive, for retail information.
- Provide end users with full support and needed instructions while using the ERP System and the mobile computers.
- Handle and update, sales and KPI reports within the business needs.

AZADEA Management; HQ - Jnah, Beirut - Lebanon

JUNIOR EDP SPECIALIST

January 2016 - August 2018

- Validate and schedule the import/export of the electronic sales and receive data on daily basis.
- Import electronic data files related to shops' inventory stock (purchase order, sales, transfer, updated sale and prices) and Consolidate it with the internal system and update the difference upon receipt.
- Follow-up with the IT department/ supplier concerning any error in the imported e-files.
- Provide stores with needed electronic data and support to ensure proper reception of goods, and to conduct efficient cycle counts.
- Validate the shops' cycle count data and import it into the system to generate needed cycle count results.
- Perform trainings and providing the shops employees with the needed information and support for the system, machines and applications used in their shops' inventory tasks.

LIBRAIRIE ANTOINE; American University of Beirut, Beirut - Lebanon

Assistant Cashier

🏠	BASHOURA - Beirut, Lebanon
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✉	mustafa.abuelhasan@gmail.com
🌐	Mustafa Abou al Hasan

SKILLS

Communication Skills:

- Arabic: Native Language
- English: BULATS Level C1 (87/100)
- French: DELF B2

Computer Skills:

- Microsoft Office; Excel – PowerPoint – Word – Access – Outlook
- Microsoft Dynamics NAV
- Oracle JD Edwards
- WordPress
- Microsoft Visual Studio

ACHIEVEMENTS

2017 Spring/Summer Season – AZADEA Thank you Champion

ACTIVITIES

Member of Ibrahim Abd El Al Foundation – Youth Committee

CERTIFICATES & TRAININGS

FORMATECH LEARNING CENTER

Certificate in Microsoft Excel Advanced Level

AZADEA CORPORATE TRAININGS

Retail Analysis

Effective Communication skills

Introduction to Emotional Intelligence

Problem Solving and Decision Making