



Mohamad Al-Jamal

Marketing

Profile

I thrive in fast-paced and ever-changing business environments. Committed to providing top-notch customer service that mainly exemplifies every company's culture and mission.

Employment History

Office Assistant at Jamal F. Jamal Customs Clearing Agency, Beirut (Gemayze)

Jan, 2015 - Jan, 2018

- Oversaw automated tracking and documentation of data, client correspondence and office operations.
- Delivered clerical support by handling range of routine and special requirements.
- Interacted with customers by phone, email or in-person to provide information.
- Completed clerical tasks such as filing, copying and distributing mail.

Mini-Market Manager at Local Business, Beirut (Malla)

Feb, 2018 - Feb, 2019

- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked under high pressure while managing different aspects of handling a mini-market such as Cash / Handling orders and dispatching them / Handling suppliers and inventory management.

Security Officer at Secure Plus, Beirut (Koraytem)

Jan, 2021 - Present

- Reviewed both security camera footage and live feeds to spot trespassers and criminal activity.
- Secured personal and company goods against robbery, vandalism and illegal entry.
- Monitored and authorized entrance and departure of employees and visitors daily.

Education

BBA in Marketing at Lebanese International University, Beirut

Sep, 2018 - Present

Bac2 Economics at Shakib Arslan School, Beirut

May, 2021 - May, 2021

Other

Intern at Al-Baraka Bank, Beirut (malla)

Jul, 2020 - Aug, 2020

Details

Watwet

Beirut, 2020

Lebanon

+96170998646

Mohamadj1997@outlook.com

Date of birth

6/1/1997

Place of birth

beirut

Nationality

Lebanese

Driving license

yes

Links

[LinkedIn](#)

Skills

computer

Communication

Problem solving

Flexibility

Languages

Arabic

English

French

Hobbies

Fitness

