

MOHAMAD KANOUN

📍 Lebanese

🏠 Tripoli Al-Mina

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🎂 16-12-1994

♂️ male

OBJECTIVE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical and management skills for the growth of the organization as well as to enhance my knowledge to help the company meet and exceed its goals.

WORK EXPERIENCE

10-2021 → 12-2021

Care / Tripoli

Data collector

- Data collection of different assessments(vulnerability assessment, post monitoring distribution assessment, post-intervention assessment, etc...) using KOBO toolbox.
- Conduct data entry and cleaning.
- Regular coordination with Care officer in the survey submissions.

01-2020 → 06-2021

Relief center / Tripoli Al-Mina

Data collector and Local research

- Conduct field surveys on the condition of buildings and roads in Al-Mina.
- Conduct household , worker and employer surveys in Al-Mina.
- Analyze the research findings.
- Interview community members and facilitate workshops with other residents or people who work in the town.
- Report back regularly on the progress of the work.

04-2020 → 09-2020

ERI ENGINEERS / Remotely

Data entry

- Prepare data source for computer entry by compiling,sorting, and filtering information.
- Verifying data accuracy by comparing it with the source document.
- Review all data for errors and report any unusual findings to management.

04-2020 → 05-2020

Care / Tripoli Abi-Samra

Food distribution

- Providing beneficiaries with the appropriate box of food and making sure of the presence of their names.
- Assist beneficiaries in carrying the box of food to a waiting vehicle.
- Help with other duties as needed, including sorting and bagging.

11-2019 → 02-2020

Seed بذرة امل / Tripoli - Koura Square

Executive assistant

I accomplished 120 hours as an executive assistant (internship) doing these :

- Communicate with employers to obtain vocational training for outstanding students.
- Constant follow-up of the status of students about vocational training.
- Preparing reports and sending them to the manager.
- provide administrative services such as responding to queries and following up on manager requests.

01-2018 → present

DOT Lebanon / North

Freelancer

- Data collection.
- Data entry.
- E-commerce.

04-2016 → 09-2019

Kanoun Furniture / Tripoli Al-Mina

Sales & Production

- Serve customers by selling products and meeting their needs to present the product professionally.
- Check the quantities of goods on display and in stocks.
- Produce products, ensure production standards are met, finalize products and prepare them for shipping.

07-2015 → 08-2016

Dip n dip / Byblos

Waiter

- Serve food and drink orders.
- Deliver checks and collect bill payments.
- Carry dirty plates to the kitchen for cleaning.
- Cooperate and communicate with all serving and kitchen staff.

EDUCATION

2017 → 2018	Technical institute Abi-Samra LT - Business administration
2014 → 2016	Technical institute Al-Mina TS2 - Information technology
2010 → 2013	Saba Zreik high school Terminal - Sociology and Economy
1998 → 2009	Al-Nahda school Brevet

SKILLS

Microsoft Power Point	★★★★☆☆
Microsoft Word	★★★★★★
Microsoft excel	★★★★☆
Communication skills	★★★★☆
Leadership skills	★★★★☆☆
Strategic Planning	★★★★☆☆
Teamwork skills	★★★★☆

LANGUAGES

Arabic	★★★★★★
English	★★★★☆
French	★★☆☆☆

TRAINING COURSES

- Advanced Microwork - DOT Lebanon (April 2021-August 2021)
- English courses - BLSC (January 2021 - June 2021)
- Executive Assistant - Ruwwad (November 2019 - December 2019)
- Excel Advanced - IRC (October 2018 - December 2018)
- Microwork Training and Computer Training - Safadi center (February 2018 - June 2018)

HOBBIES

			
Reading	Swimming	Football	Video games