

# MOHAMMAD ALKHABBAZ

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Lebanon, 00961 71 592 720

22-01-2000, Male, Lebanese

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## PROFESSIONAL EXPERIENCE

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### SOCIAL MEDIA ACCOUNT MANAGER

QUICK REACH AGENCY, LEBANON, 2023 – 2024

- Managed and optimized company profiles across various social media platforms.
- Analyzed performance data, tracked key metrics, and adjusted strategies to enhance engagement.
- Collaborated with marketing, PR, and customer service teams to ensure cohesive messaging.
- Developed content calendars and posting schedules, ensuring consistent and timely updates.

### FRONT DESK RECEPTIONIST

GLOW SALON & SPA, LEBANON, 2020 – 2023

- Greeted and welcomed clients upon arrival, providing a professional and friendly first impression.
- Maintained and updated records of office expenses, costs, and customer information.
- Handled inquiries, directed clients, and addressed customer questions efficiently.
- Managed calendars, scheduled appointments, and performed clerical tasks including filing and photocopying.

## EDUCATION

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### BACHELOR in MANAGEMENT INFORMATION SYSTEMS, BEIRUT ARAB UNIVERSITY

LEBANON, 2018 – 2021

## PROFESSIONAL DEVELOPMENT & TRAINING

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IC3 DIGITAL LITERACY CERTIFICATE, GLOBAL DIGITAL LITERACY, LEBANON, 2021

WEB DEVELOPER INTERN, DISTINGUI, LEBANON, 2019

## AREAS OF EXPERTISE

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- |                                |                           |
|--------------------------------|---------------------------|
| • Technical Skills (MS Office) | • Problem Solving         |
| • Communication                | • Relationship Management |
| • Customer Engagement          | • Marketing Strategies    |
| • Data Analysis                | • Sales Techniques        |
| • Strategic Planning           | • Client Interaction      |

## LANGUAGES

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|------------------|-------------------|------------------------|
| • Arabic: Native | • English: Fluent | • French: Intermediate |
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