

# Hadi Mohamad Fakih

Email: [Fakihhadi@ieee.org](mailto:Fakihhadi@ieee.org)

Address: Beirut, Lebanon

Phone: +96178977127

## Education

**Lebanese International University**

**Beirut, Lebanon**

Bachelor's of Science in Mechanical Engineering.

**2018- 2022**

**The Canadian Lebanese Academy of Excellence**

**Nabatieh, Lebanon**

High School Diploma in Life Sciences

**2016 - 2017**

## Career Experience Summary

**Chatime Lebanon**

**Beirut, Lebanon**

*Outline*

**Sept 2021 – Present**

Currently working as, a Manager, Administrations, Accounting and Financial operations.

*Key responsibilities and experiences*

- Handling expenses, invoices and managing the dynamic cash table.
- Administering every day's sales and finances.
- Conducting and Calculating the Balance sheets, Cash in-flow and out-flow, profit-revenue sheet.
- Analyzing sale patterns and deducing solutions.
- Assigning and asserting positions to ensure proper team work ethics and quality.
- Evaluated monthly sales to prospect for future upcoming sales.
- Properly organizing receipts and official invoices for the yearly financial evaluation.
- Recommending new shop ideas, as well as, proper management procedures.
- Fluency in business communication, in addition to emails, letters, and deals.

**Chatime Lebanon**

**Beirut, Lebanon**

*Outline*

**Oct 2019 – Nov 2020**

It's a Bubble Tea franchise based in Taiwan. Positioned as a Barista in the beginning, which progressed into handling cashiering, call services and orders with delivery specialized companies, as well as alternating as a Barista.

*Key responsibilities and experiences*

- Managed the Quality of the drinks, and understanding the origin and use of each ingredient.
- Handled Internal and External calls, in addition to delivery specialized company applications (Toters and Zomato).
- Utilized the P.O.S system easily.
- Administered and Registered orders and calls flexibly.
- Trained other employees on Customer service and interaction.
- Collected Customer feedbacks.
- Reached the required daily and monthly Target.

**McDonalds McCafe**

**Beirut, Lebanon**

*Outline*

**Jul 2018 – Sept 2019**

Learned the basic most fundamental skills of coffee making, understanding how each drink can differ with precise measurements. Utilizing cashiering and managing coffee making and customers. Opening the store and preparing all the ingredients and supplies, such as, desserts, coffee beans, cleaning etc.

*Key responsibilities and experiences*

- Ensured High Quality Hospitality and Services.
- Applied the F.I.F.O method on the displayed desserts and items, as well as the supplies.
- Mastered Customer Hospitality, Delivery orders and Communication.
- Adapted and Improvised in case of missing or fewer supplies.
- Acquired the Daily and monthly Target, as well as the projected targets.

**Internships**

**Aee Lebanon Chapter**

**Beirut, Lebanon**

*Outline*

**Jul 2021 – Sept 2021**

A certified internship in the Association of Energy Engineering Lebanon Chapter. It tackles all domains of Renewable Energy and Energy Engineering. We took part in a project regarding a village called Kanagurgan, Tajikistan, where we planned a Renewable Energy micro grid system to provide clean Electricity.

*What we tackled*

- Determined and calculated the Solar PV panels required.
- Planned the Medium-Voltage Transmission and Distribution System.

- Computed the forces and factors affecting the Transmission poles.
- Researched and Picked the proper Transformers, Towers, Insulators, Switchgears and protective equipment.
- Evaluated and Advised site surveying.
- Chose the suitable generator for the power station.
- Calculated the Technical losses in the Transmission and Distribution System.
- Acquired adequate information on the technical tools used in the system.

### **Core Competencies**

- |                    |                            |                   |
|--------------------|----------------------------|-------------------|
| • Microsoft Office | • Cashiering               | • MV Transmission |
| • Python           | • Customer Service         | • Management      |
| • SQL              | • Public Speaking          | • Physics         |
| • AutoCAD          | • Probability & Statistics | • Data Entry      |

### **Languages**

**English:** Fluency in Reading, Speaking and Writing

**Arabic:** Native in Reading, Speaking and Writing

**German:** Beginner in Reading, Speaking and Writing

### **Hobbies**

- Adequate Research skills
- Skilled Piano Player
- Enthusiastic Reader
- Good at Public Speaking