

Mohammad Kleit

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Objective

As an energetic person who has the eager to learn and to stay up to dates to the most trends in the Digitalized world, with the high critical thinking and analytical skills and having the basic knowledge of Digital Marketing, like Campaigns, marketing strategies will make me the person I am looking forward.

Social Media Marketing Specialist

- Well known in Instagram platform
- Instagram expert
- Sales Marketing
- Instagram Algorithm
- Well known in all social media platforms
- Facebook and Instagram Insights
- Ads Manager (Meta)

Work experience

Account Manager and Accountant at Telecel Global Limited – Telecom (July 2021 – Present)

- Conduct meetings with clients to ensure a long relationship
- Handling up to 80 Account (Clients and Suppliers)
- Maintain an accurate record of financial transactions
- Follow up with Clients and suppliers
- Follow up and tracking payments
- Reconciliation of Bank accounts and office cash
- Reconciliation of entries into accounting systems
- Responsible for Account receivables and payables

Assistant Manager at McDonald's (2015-2021)

- Analyze inventory reports and cross-references figures to calculate food cost and to identify potential variances
- Managing and monitoring the performance of employees
- Handling customer queries face to face, over the phone.
- Assisted with the physical counting of monthly inventory
- Inventory control

Digital Skills

Content Calendar | Smart Goals | Analyzing Insights | Critical Thinking | Customer life cycle | Few backgrounds in Canva | multi-tasker | KPI's |

Certificates

- Introduction to social media (Certified from META)

- Social Media Management (Certified from META)
- Social Media workshop (12 training hours)
- Instagram Course from A to Z
- Social Media Course (Udemy)

Education

- Bachelor's Degree in business administration - Lebanese University (2015-2018)

Languages

- Fluent in English and Arabic