

# Mohammad Mansour

Junior Accountant



## Personal details



Mohammad Mansour



mohammadmansour77798@gmail.com



78959150



Lebanon-Beirut  
0000 Beirut



December 29th, 1998



Male



Unmarried

## Skills

People/communication skills

Negotiation

Observation

## Languages

Arabic

English

## Hobbies

■ Table tennis

■ Soccer

## Education

**Bachelor Degree in Accounting and Finance**

**Sep 2018 - Feb 2022**

• American University of Science and Technology, Beirut, Achrafieh

## Employment

**CIS College**

**Apr 2022 - Present**

**Procurement Officer**

- Receive orders and document arrivals.
- Finding suppliers.
- Requesting proposals or quotations.
- Determine the lowest cost for products/materials.
- Analyze market and delivery systems.
- Purchase supply of products/materials.
- Track and record orders.
- Agreeing on terms and conditions with suppliers.

**Rush Gaming Festival In Dubai**

**Aug 2021 - Jan 2022**

**Support Admin-(online)**

- Building strong customer relations with existing clients
- Worked with other team members to produce creative, efficient solutions
- Assist in the preparation of regularly scheduled reports

**Mazen Pharmacy**

**2020 - 2021**

**Cashier**

- Collect payments whether in cash or credit.
- Ability to work under pressure.
- Helped customers complete purchases, locate items.
- Worked flexible schedule and extra shifts to meet business needs.

**ML Group**

**2017 - Present**

**Accountant and Sales Representative**

- Daily Records.
- Ensuring that the organization's database is accurate and up-to-date.
- Brain Accounting System.
- Answering client questions about products, prices, and availability.
- Contact new and existing customers to discuss needs.
- Emphasize the features of products to highlight how they solve customer problems.

## Certificates

**Change**

**Jul 2018**

Certificate of Completion of completing over 30 hours of the CHANGE English Language and Life Skills Program .