

Mohammad Zahreddine

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Skills

- Java
- VB
- HTML
- CSS
- Database (MySQL)
- Teamwork
- Attention to detail
- Communication
- Information analysis and research
- Creative problem solving
- Word, Excel, etc.

Languages

- Arabic
- English
- French

Objective

MIS (Management Information System) student looking to apply knowledge of development and coding to achieve high skills in this field.

Employment History

Staff Assistant

- January 2018 - 2022 MM CC - Beirut Tayouneh
- Coordinating with the public relations and the concerned party for the trades.
- Managing the meetings is a critical part in my job taking into consideration that the meetings involved governmental parties
- Listening to others talk while I understand their needs to identify the tasks and opportunities.
- Ensure that the meetings are effectively organized and to have an effective flow of business
- Governing documents

Football Coach

June 2019 - Present Roda Antar Football academy & Atletico SC - Beirut

- Supervising the day to day activities of a team of 15 children's.
- Managing team and individual performance.
- Developing policies to create and maximize performance
- Ensure professionalism and high quality is continually maintained.

Education

- September 2021 - June 2023 IUL University, Wardeniye, Lebanon Bachelor's Degree in MIS (Management Information System)
- September 2003 - July 2017 Charite, Mreijeh, Lebanon Baccalaureate