

Mohammed Farhat

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American University of Beirut graduate with over two years of successful experience in administration & human resources bringing proven leadership, organizational and customer relations skills. Independently solving problems and keeping teams on task to handle diverse business requirements. History retaining clients and talented staff.

EXPERIENCE

Nozul Real Estate, Doha — *Administrator*

February 2022 - PRESENT

- Oversaw successful planning and execution of staff meetings, parties and events.
- Generated reports to suggest corrective actions and process improvements.
- Adapted to workflow changes and implemented continuous process improvements to overcome obstacles.
- Managed agendas and calendars, boosting productivity and improving organizational initiatives.
- Managed payroll, transactions, invoicing and budgeting to decrease financial inconsistencies.
- Coordinated with the human resources department to handle payroll and personnel databases.
- Maintained personnel records and updated internal databases to support document management.

UNIPT, Beirut — *Founder*

November 2019 - PRESENT

- Established, optimized and enforced business policies to maintain consistency across industry operations.
- Defined company roles and responsibilities to establish and enhance processes.
- Studied market to determine optimal pricing of services and capitalize on emerging opportunities.
- Identified business development challenges and customer concerns for proactive resolution.
- Directed market expansions to propel business forward, meet changing customer needs.
- Led recruitment and development of strategic alliances to maximize utilization of existing talent and capabilities.
- Managed divisional marketing, advertising and new product development.

Blue Ocean Consulting, Dubai — *Sales Intern*

May 2021 – November 2021

- Qualified incoming team marketing and sales leads to assist with prospecting new contacts.
- Organized company files and created a support system to decrease workload and increase productivity.
- Gained customer trust and confidence by demonstrating compelling, persuasive and composed professional demeanor.

SKILLS

- Office Administration
- Documentation & reporting
- Strategic Planning
- Project Management

AWARDS

- Cross-Cultural Management at **William Davidson Institute**
- Thomson Reuters Eikon Certification at **Suliman S. Olayan School of Business at AUB**

LANGUAGES

- English
- Arabic
- Spanish (Currently learning)

Reach Consultancy, Beirut — *Human Resources Intern*

September 2019 - Feb 2020

- Provided clerical support, addressing routine and special requirements.
- Analyzed problems and worked with teams to develop solutions.
- Took meeting notes and compiled paperwork to support the department.
- Researched and reviewed information in support of daily objectives.
- Created and updated tracking spreadsheets using MS Excel.
- Worked on special HR projects to promote and enhance services offered.
- Recruited talented, diverse and qualified candidates for employment.
- Conducted candidate interviews and performed background checks and verification.

EDUCATION

American University of Beirut, Beirut — *BBA*

September 2018 - May 2021

Emphasis in General Business