



Mohamad Muhieddine Salim EL Srouji

Lebanon Beirut

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Profile

My role as administrative assistant, develop and update administrative system.
Continually identified and pursued new client opportunities through calling .

Education

MASTER IN BUSINESS ADMINISTRATION AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY, Beirut GPA 3.69 / 4.00	Oct 2020 – Jun 2022
BSc in Management AMERICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY, Beirut	Oct 2016 – Jun 2020
Social Économie LYCEE MINETTE MODERNE, Beirut	Oct 2001 – Jun 2016

Employment

Administrative assistant UNITED GROUP, Beirut -Data entry -Performing research -Customer service	May 2023 – Sep 2023
Sales coordinator Foodstuff Trade, BEIRUT -Responding to complaints from customer -Coordination the sales team by managing schedules. -Ensuring the adequacy of sales related.	Dec 2020 – Apr 2023

Internships

Sales ARPE MIDDLE EAST Lebanon , Beirut, Beirut • Sales Insurance • Client Relationships Management	Oct 2019 – Dec 2019
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Certificates

ICDL PROFILE CERTIFICATE EXCEL , WORD , POWERPOINT	Present
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Personal details

Date of birth	April 17, 1998
Place of birth	Beirut
Driver's license	Yes
Gender	Male
Nationality	Lebanese
Civil status	Single

Skills

Team player	<div></div>
Problem-Solver	<div></div>
Independent worker	<div></div>
Time management skills	<div></div>

Languages

English	<div></div>
French	<div></div>
Arabic	<div></div>