

Mohamad Khreiss

BUSINESS MANAGEMENT

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EDUCATION

Business Management
Lebanese International University
July/2018

EMPLOYMENT HISTORY

Accountant
Daher For Contracting sarl 📍 Lebanon
December/2019 – November/2023

- Oversaw the financial affairs of the intricate organization. Monitored the work of financial support staff who performed office duties. Established the office and its protocols, which include the first and future purchases of all significant programs. Transferred all fees paid into two to four financial accounts; wrote checks for each invoice and handled them.

Business Administrator
Fransa Bank – Marjeyoun Branch 📍 Lebanon
June/2019– September/2019

- Responsible for compiling all administrative and personnel paperwork, assisting employees with advice on a range of administrative matters, and validating documents for accuracy. Accountable for job definition, performance development plans, goals, yearly performance assessments, and supporting the execution of organizational and operational decisions.

Assistant Business Operations Manager
Information Topographic Center 📍 Lebanon
January/2015– September/2016

- Created and sent territory sales to managers in the department. Requested quotations and contracts for new businesses. Kept track of all installation job files and log books.

SUMMARY

A versatile, effective, and competent administrative specialist with more than 4+ years of experience assisting directors, chairpersons, and managers in enhancing internal departmental performance. Proficient interpersonal skills as well as the capacity to collaborate with others to enable success in both managerial and supervisory professions. Broad skill sets in project management, accounts payable, human resources, administrative support, and client relations.

SKILLS

- Time management
- Networking
- Strategic Thinking
- Decision Making
- Public speaking
- Mentoring
- Communication
- Project Management

HOBBIES

- Traveling
- Exercising
- Photography

LANGUAGES

Arabic	● ● ● ● ● ●
English	● ● ● ● ● ●

CERTIFICATES

Fransa Bank Internship Program
2019