

# Moussa KAADY

Zahle, Lebanon  
23 years, Lebanese  
+961 76077244 | moussa\_kaady@hotmail.com



## Professional Profile

Adaptable and detail-oriented professional seeking to leverage a solid foundation in operational support and collaboration within the context of development and humanitarian projects. Possesses a license in information technology and a keen interest in pursuing a career in data management, coupled with a commitment to acquiring new skills. Proven ability to support program activities, coordinate with internal counterparts, and assist in overseeing the work of cooperating partners. Demonstrates a strong analytical mindset, effective problem-solving capabilities, and a dedication to maintaining the highest standards of work. I am seeking a new role where I can invest my knowledge and educational qualifications.

## Core Skills

- Database management.
- Operational coordination, collaboration and technical support skills.
- Reporting and analysis, technology awareness, complaints handling and distribution cycle management.

## Education & Qualifications

- Oct 2022 - July 2023**    **Technical License in Information Technology - Programming**  
Official diploma issued by the Lebanese Ministry of Education – General Directorate of Vocational and Technical Education – Baalbek Technical Institute
- Oct 2020 – July 2022**    **TS2 in Information Technology – Programming**  
Official diploma issued by the Lebanese Ministry of Education – General Directorate of Vocational and Technical Education- Rayak Technical Institute
- July 2019**    **High school diploma**  
Completion of high secondary school – Socio - Economics branch  
Official diploma issued by the Lebanese Ministry of Education

## Career Summary

- Oct 2020 – July 2023**    **Area Sales manager at Kazan Auto-parts Jeep Accessories – Zahle Industrial zone**
- Managing operations, developing business and increasing profitability.
  - Liaising with management, providing reports and ensuring customer service.
  - Manage and establish a wide customer base, network and local partners to grow market share.
  - Comprehensive inspections of vehicles to ensure their full secure operation.
  - Developing and implementing effective sales strategies to drive revenue and meet organizational objectives.
  - Building and maintaining strong relationships with clients to understand their needs, address concerns, and enhance overall satisfaction.
  - Conducting market research to identify new business opportunities, monitor competitor activities, and stay informed about industry trends.

## Technical IT Proficiencies

Microsoft Office Windows : Word, PowerPoint, Excel.

## Languages

English, French and Arabic.