



## OVERVIEW

A highly motivated and ambitious individual skilled in numerous fields, such as, the ability to lead, motivate and organize. In addition, possessing excellent communication, leadership and organizational skills. Also has experience and skills in financial and accounting fields. Has the ability to handle complex assignments effectively and possessing the confidence to work as part of a team or independently. Experienced in leading high performance teams and successfully increasing efficiency and productivity whilst reducing costs and inefficiencies. Ability to keep a level head at all times, nurture and grow a business, evaluate opportunities and risks and also deliver innovative new solutions to challenges. Possessing excellent client facing and configuration skills and highly successful in helping define company direction, achieving goals and optimizing business.

## EDUCATION

### Saint Joseph's University

Masters in Business and Management

(Research in Management)

2010 - 2012  
Beirut, Lebanon

### Saint Joseph's University

Bachelors Degree in Business and Management

2007 - 2010  
Saida, Lebanon

## PERSONAL

**NATIONALITY:** Lebanese

**DATE OF BIRTH:** 26 March 1988

### GET IN TOUCH



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### LANGUAGE

**ENGLISH:** Fluent (read, spoken, and written)

**ARABIC:** Fluent (read, spoken, and written)

**FRENCH:** Fluent (read, spoken, and written)

# MOHAMED AL HARIRI

## WORK EXPERIENCE

### BERNABE Gabon

#### Director of the Port Gentil Agency

Management of 2 stores; 1- Bernabé with a B2B vision, 2- Mr. Bricolage Brand with a B2C approach.

- Administrative and financial management of the agency
- Management and follow-up of orders from the two brands (Bernabé and Mr. Bricolage) commercial follow-up and collection follow-up
- Development and implementation of new ranges
- Monitoring and development of marketing approaches and initiatives
- Monthly reporting to the management of Bernabé Côte d'Ivoire and Mr. Bricolage France

JUN 2020 - PRESENT

(PORT GENTIL, GABON)

### SONOCO

#### C.F.O (Administrative and Financial Director)

- Created a recovery service
- Optimised the Financial cost
- Established new procedures
- Prepared forecast plans
- Implementation of dashboards
- Setting up a collection service
- Administrative restructurings
- Financial restructuring, especially cash flow
- Audit and management control

JUN 2015 - JUN 2020

(ABIDJAN, IVORY COAST)

### EUROFIND GROUP AND SOTACI

#### (Industrial Group)

- Executive Assistant and Head of Internal Logistics.
- Missions and Tasks Performed: Control Management and Reorganization of the Shipping Service.
- Improved the External and Internal Delivery Delays.
- Achieved savings in various consumptions and especially in fuel.
- Created Internal Logistics Services.

JAN 2013 - MAR 2015

(IVORY COAST)

### BANQUELIBANO-FRANCAISE

#### Client Advisor

(1st Dec 2011 - 30th Dec 2012)

- Handled upset or irritating customers.
- Promoted and sold financial products and services to customers (Increasing of Card and Bank Insurance sales, as well as, Granted Credits.)
- Updated account details, general administration tasks such as maintaining records, opening post, and sending letters to customers.
- Verified the social communication in the branch.
- Relayed information to the Customer Service Manager and created daily reports.

FEB 2011 - DEC 2012

(BEIRUT, LEBANON)

### BANQUELIBANO-FRANCAISE

#### Main Teller

(1st Feb - 30th Nov 2011)

- Maintained a cash drawer; balanced the cash drawer according to policy and schedule.
- Trained 3 New Tellers at the Bank; they practiced and learned the procedures.
- Replenished and Troubleshoot ATM Machines.
- Carried money to the Vault and regularly conducted audit with the Operational Manager.

FEB 2011 - DEC 2012

(BEIRUT, LEBANON)

## **AREAS OF EXPERTISE**

- Operational Management
  - Team Management
  - Business Management
  - People Management
- Finance and Accounting Fields
  - Marketing and PR
  - Customer Service
  - Strategic Planning

## **SKILLS**

### **Management**

- Predicting future trends
  - Supervisory skills
- Financial regulations
  - Decision making
- Managing budgets
- Effective delegation
- Conflict resolution

### **Financial**

- Cash flow control
- Management accounts
  - Budget preparation
  - Economic awareness
- Interpreting financial data
  - Auditing
- Strategic thinking

### **Personal**

- Attention to details
- Communication skills
- Good IT knowledge
- Presentation skills
  - Problem solving
  - Analytical mind
- High levels of integrity
  - Negotiating
  - Goals orientated
- Professional appearance
- Excellent communication skills and ability to present across all media

## **COMPUTER SKILLS**

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft Power Point
5. Visual Basic
6. Sage
7. Teminos 24

## **HOBBIES**

1. Ping-Pong
2. Painting
3. The Socio-Political and Philosophical Literature
4. Reading
5. Traveling
6. Exploring new things

## **WORK EXPERIENCE - continue**

### **BANQUELIBANO-FRANCAISE**

**FEB 2011 - DEC 2012**

**Main Teller - continue**

**(BEIRUT, LEBANON)**

**(1st Feb - 30th Nov 2011)**

- Received Checks and verified them (amounts, signature, written and numerical amounts, endorsements, and other information, such as, dates, bank names, identification of the client receiving payments and the legality of the documents.

### **BANQUELIBANO-FRANCAISE**

**JUL - SEPT 2009**

Internship and Training: Counter Agent

**(SAIDA, LEBANON)**

## **OTHERS**

### **DELOITTE CERTIFICATE**

**21 MAR 2015**

Team Management: Leading, Motivating, and Directing Your Team.

**(IVORY COAST)**

### **TRAINED THE CHAMPVILLE LEBANESE SCOUT**

**27 OCT - 3 NOV 2012**

Concerning leadership, team management, and how to improve their fundraising.

**(LEBANON)**

### **CERTIFICATE IN ISLAMIC-CHRISTIAN DIALOGUE**

**2009 - 2010**

Saint Joseph's University

**(BEIRUT, LEBANON)**

### **LEADERSHIP CERTIFICATE**

**2009 - 2010**

"Let Us Become the Leaders of Tomorrow"

**(BEIRUT, LEBANON)**

In collaboration with Saint Joseph's University and Friedrish Ebert