

# MOHAMMAD SHEHABEDDINE

Beirut, Lebanon | +961 70 90 30 35 | [md\\_sh95@hotmail.com](mailto:md_sh95@hotmail.com)

## EDUCATION

---

### American University of Science and Technology

Masters of Business Administration (MBA)  
Bachelor of Science in Management

## PROFESSIONAL EXPERIENCE

---

### Huawei Lebanon, Junior Account Manager

12/2022 – 11/2023

**Beirut, Lebanon**

- Provided administrative and logistics support in client meetings, including booking venues, preparing presentations used for outreach initiatives and drafting the Minutes of Meetings. Also, utilized the ERP system to book flights and hotels in support of project travel.
- Drafted correspondence to both internal and external clients; including briefing new and current clients about latest promotions, updated product lines and offers, answering inquiries and providing necessary information and answers.
- Compiled and organized information solicited to keep track of client portfolios, and unit output, including workplans, minutes of meeting, and training material.
- Liaised between the different units to deliver requested tasks in a timely manner.
- Worked with the sales team to establish sales plans and find fresh sales leads.
- Conducted sales research and identifying new sales opportunities.

### Touch Lebanon, Accountant Trainee

08/2022 - 11/2022

**Beirut, Lebanon**

- Prepared annual and monthly balance sheets on Oracle.
- Received trainings in the following departments Payable, Receivable, and Taxation.
- Worked on various money related transactions including but not limited to, purchase orders, invoices and statements

### BRICS Insurance Brokerage, Assistant Manager

10/2020 – 07/2022

**Beirut, Lebanon**

- Organized suitable insurance cover for commercial organizations and private clients.
- Responded to various client inquiries and correspondences being the focal-point for clients.
- Drafted client guides and SOPs ensuring the use of proper grammar, punctuation and style.
- Maintained meeting schedules and communicated any changes to ensure client invites run smoothly.

### Majzoub Pharmacy, Assistant Manager

09/2018 – 09/2020

**Beirut, Lebanon**

- Coordinated daily customer service operations (e.g. sales processes, orders and payments)
- Managed accounting books and generated/extracted a variety of statistical reports to analyze data in support of planning and decision making.
- Researched suppliers and followed up on impending actions.
- Tracked the progress of weekly, monthly quarterly and annual objectives.
- Monitored and maintained store inventory.

### Scantrucks S.A.R.L, Procurement Assistant Manager

06/2017 – 03/2018

**Beirut, Lebanon**

- Prepared procurement plans and strategies and monitored their implementation.
- Ensured full compliance of procurement activities with organizational rules, regulations, policies, and strategies.
- Managed procurement processes including RFQs, ITBs, or RFPs, evaluation of bids/proposals, negotiation of contracts, and contract management.
- Prepared purchase orders and contracts using internal system..
- Implemented internal control systems to ensure timely processing and closure of purchase orders.
- Presented reports on procurement activities and cost-recovery bills.
- Completed inventory checks.

**CERTIFICATIONS**

---

*Certificate from Banque du liban (07/2020 – 08/2020)*

**SKILLS AND INTERESTS**

---

**Languages:** Native Arabic speaker, fluent in English

**Technical Skills:** Microsoft Suite

**Soft Skills:** Leadership, public relations, public speaking, communication, project management, problem solving