

# Mohamad Bilal Daaboul

## Management Information System Graduate

### Personal Information

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**Date of Birth:** September 7, 2000  
**Nationality:** Lebanese  
**Marital Status:** Single  
**LinkedIn:** Mohamad Bilal Daaboul

**Address:** Beirut, Lebanon  
**Phone:** +961 76 747 226  
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### Educational Background

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**2019 – 2022 BSc. in Management Information System (MIS)**  
Beirut Arab University, Faculty of Business Administration, Lebanon

### Professional Experience

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**Aug 2024 – Dec 2024 Recruiter**  
PIPA Media, Lebanon

- Identified and attracted top talent through job boards and social media.
- Conducted interviews and managed onboarding processes effectively.
- Built strong relationships with candidates and hiring managers.

**Jan 2023 – May 2024 Outbound Sales Representative**  
Citrus TV, Lebanon

- Researched and identified prospective clients and partnership opportunities.
- Negotiated contracts and closed sales deals to achieve business growth.
- Provided feedback to enhance sales and marketing strategies.

**Sep2022-Jan 2023 Sales Associate**  
Toy Store, ABC Verdun, Lebanon

- Assisted customers in product selection and managed inventory.
- Maintained organized displays and provided exceptional customer service.

**2021 – 2022 Accountant**  
Daaboul Spices Bros

- Prepared financial reports, tax returns, and managed bookkeeping records.
- Analyzed financial data to identify opportunities for cost savings.

**2020-2021 Cashier**  
McDonald's, Verdun, Lebanon

- Processed transactions accurately and addressed customer inquiries.

**2016- 2017 Nursery Monitor**  
Khaled Bin Al-Walid Nurser, Makassed, Lebanon

- Supervised children and organized age-appropriate activities.

### Certifications

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IC3 Digital Literacy Certification, Certiport (**2022**)

Recognition of valuable contributions to Makassed Summer Camp (**2017**)

DELPH (**2014**)

## ***Volunteering***

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**2015-2020**

**Leader, Al Makassed Ismalic High School**

- Organize and assign tasks to volunteers based on their skills
- Provide guidance, training, and orientation to new volunteers to ensure their roles
- Maintain records of volunteer attendance, tasks, and achievements, and provide regular updates to supervisors.

## ***Skills and Competences***

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***Soft Skills:*** Teamwork, Problem-solving, Adaptability, Negotiation, Time Management, Multitasking, and Communication Skills.

***Technical Skills:*** Customer Service, Sales Prospecting, Product Knowledge, Cold calling, Client Relationship Building, Marketing Strategies, Product / Service Expertise.

***Programming Skills :*** C++, Java, SQL Server, and HTML.

***Computer Skills:*** Microsoft Office 365 (Word, Excel, PowerPoint, Teams, Outlook) and Zoom.

***Languages:*** Arabic-Native , English – Fluent, and French.