Moussa Fakhereddine

Male, August 04- 1990. Beirut - Lebanon.

Mobile: +96170601065

Email: moussa.fakherdeen@gmail.com

LinkedIn: moussa-fakherddine-8363b8106

Objective

Seeking a challenging position in a fast-paced environment and to associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity, reputation and to make significant contribution.

Work Experiences

❖ Freelancer Data Entry - Private / / 2013 - Present

- Writing the
- Make Researches for university and school students in Arabic and English.
- Drafting report and statement templates for companies and institutions (for employees and traffic accidents for experts) in Arabic.
- Writing and formatting graduation theses for undergraduate and postgraduate students.
- Writing and formatting traffic expert reports and institutional reports specifically for their employees.
- Reviewing, correcting, and animating research papers, theses, and texts.
- Creating PowerPoint presentations, writing and formatting material texts, and animating them for student instruction.
- Writing articles and short stories.
- Reciting Quran for some small ocassions.

❖ LEB MARKET / I.T Specialist/ Apr 2024 – Sep 2024

- Providing technical assistance and support to users for hardware and software issues.
- Installing, configuring, and maintaining network hardware and software, ensuring the network's reliability and security.
- Managing and maintaining servers, operating systems, and software applications, including updates, backups, and security measures.
- Cybersecurity: Implementing security measures to protect systems from cyber threats, monitoring for security breaches, and responding to incidents.
- Diagnosing and resolving technical issues, performing root cause analysis, and implementing solutions to prevent future problems.
- Installing, configuring, and repairing hardware such as computers, printers, and other peripherals.
- Installing, updating, and managing software applications, ensuring compatibility and functionality.
- Creating and maintaining documentation for IT systems, processes, and procedures.
- Leading or participating in IT projects, such as system upgrades, migrations, or new technology implementations.
- Coordinating with external vendors for procurement, support, and maintenance of IT products and services.
- Developing and implementing disaster recovery plans to ensure business continuity in case of system failures or data loss.

❖ **SLABS Group / Data Entry Clerk/** 2016 – Mar 2024

- Enter and extract data f products, prices and all their details.
- Enter employee's details, salaries, positions, and working hours.
- Scan all necessary documents and save them in system.
- Print out required documents.
- Coordinating with the administration on the method of receiving, pricing, and everything related to the products.
- Preparing reports about tasks, notes, recommendations, etc.
- Create a backup for the data in an orderly manner.
- Retrieve the information from the system as requested.

❖ **BHV - City mall / Cashier/** 2014 -2015

- Managing transactions with customers using cash registers
- Scanning bar code products and ensuring pricing is accurate
- Collecting payments whether in cash or credit.
- Issue receipts, refunds, change or tickets
- Exchange stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering or leaving the store
- Track transactions n balance sheets and report any discrepancies
- Handle merchandise returns and exchanges.

❖ **Internet Store - Star net / Supervisor/** 2011 - 2014

- **Computers repairs:**
  - Set up hardware and install and configure software and drivers Maintain and repair technological equipment (e.g. routers) r peripheral devices.
  - Troubleshot system failures r bugs and provide solutions t restore functionality
- Keep records f repairs and fixes for future reference.
- Make Researches for university and school students in Arabic and English.
- Drafting report and statement templates for companies and institutions (for employees and traffic accidents for experts) in Arabic.
- **GAMING and Computers:**
  - Offer timely technical support and teach users how to utilize computers correctly Sell and Rent Computers t play games r t studying Monitoring and Helping customers.

Educating

- **BS Degree - Lebanese International University:** Information Technology (I.T) 2019 - 2021.

- **TS 2 - C.I.S College:** Information Technology (I.T) 2015 - 2018.

o **BT 3 - C.I.S College:** Information Technology (I.T) 2009 - 2010.

Technical Skills

o **Programs and OS:**

Android Studio - Microsoft offices - SSMS- VS Code - Visual Studio - VM ware.

Windows XP, vista, 7, 8, 10, 11 - Windows Server 2012 - UNIX Ubuntu, Red hat.

o **Programming Languages and Styling:**

C++ - C# - Java - JavaScript - Typescripts - PHP - JQuery.

Node JS & Express.js - asp.net - Ajax.

CSS - CSS3 - Bootstrap4 - HTML - Html 5.

o **Database Languages and Programs:**

MS Access - SQL oracle - MySQL - SQL Plus - Mongo DB.

Languages

	Listening	Writing	Speaking
Arabic	Proficiency	Proficiency	Proficiency
English	Intermediate	Intermediate	Intermediate
German	Beginner	Beginner	Beginner
Others:			

CERTIFICATES

- **Freelance Apprenticeship - Mercy Corps (Forsa II program):** Web Development (**Jan - Feb 2023**).
- CCNA3 R&S – CISC Network Academy: Scaling Networks (22-Feb-2021).
- CISC2 1001- CISC Network Academy: Get Connected (17-Nv-2020).
- CCNA2 R&S – CISC Network Academy: Routing & Switching Essentials (24-Feb-2020).
- **Exploratory - CISC Network Academy:** Introduction t Packet Racer (**15-May-2019**).
- **CISC1 - CISC Network Academy:** IT Essentials (**03-Jul-2019**).
- Tajweed Quran Course – Level 2/3 – "The Holy Quran Soceity"- (2016-2017)
- Tajweed Quran Course – Level 1/3 – "The Holy Quran Soceity – (2016-2017)

References

References available upon your request.