

# AL AMIR MOHAMMAD AL AMIN DANDAN

Date of Birth: 17-07-1998

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## OBJECTIVE

Looking for a position of responsibility in an organization where innovation and integrity are valued and where my analysis skills and ability to work under pressure will enable me to meet the company's expectations.

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## EDUCATION

09/2016 - 09/2022 Bachelor's Degree in business with an emphasis in management

Arts, Sciences, and Technology University in Lebanon

06/2016 Lebanese Baccalaureate (Socio-Eco)

Zahia Salman High School, Beirut - Lebanon

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## EXPERIENCE

**Nov 2022 – Present**

**Procurement Manager • Be Pro visual solution service agency - Beirut**

- Planned and directed all central printing service's administrative, and technical operations, and supervised all plant operations
- Checked all work in progress
- Coordinated composition, lithography, printing, and binding operations
- Shifted priority of orders and adjusted operating schedules as work requirements demanded
- Scheduled Meetings with customers; reviewed job requirements and wrote detailed work specifications for printed work
- Supervised and performed administrative tasks relating to print shop operation
- Filmed work videos for social media marketing

**Sep 2019 – April 2021**

**Manager • Feyrouzah market – Beirut**

- Received products from suppliers and entered the barcodes on the system
- Assigned tasks for employees
- Managed cash payments to suppliers
- Maintained daily stock transactions
- Was in charge of good customer service

**Jan 2017 – July 2019**

**Manager • Pain D'or Bakery – Beirut**

- Ensured that the bakery is adequately stocked with quality baking ingredients and supplies
  - Ensured that baking tools, utensils, and equipment were properly cleaned and sanitized.
  - Created a suitable work schedule for staff members
  - Trained staff to produce high-quality bakery items while following proper food handling procedures.
  - Strategically arranged bakery items in display cases to encourage customer purchases.
  - Professionally resolved customer complaints.
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**Languages and Skills**

- Arabic: Mother tongue
  - English: Intermediate
  - French: Intermediate
  - Microsoft Office:
    - Word
    - PowerPoint
  - Managing and organizing a healthy workspace
  - Professionalism in communicating with customers and colleagues
  - Teamwork skills gained by working with a professional team
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