

# Mohammad Houssami

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## Professional Summary

- Experienced professional with a strong background in sales, communication, and law. Skilled at handling administrative tasks, supporting business operations, and maintaining smooth day-to-day activities. Known for being organized, detail-oriented, and able to work well in fast-paced environments. Looking for an administrative role in the retail, wholesale, or trading industry where I can use my skills to help improve efficiency and support business growth.

## Experience

- **Division Coordinator** October 2023 - September 2024  
Green Glory S.A.L.
  - Oversaw the daily operations of the standards and projects departments within the company.
  - Managed and motivated a team of employees to achieve the department goals.
  - Coordinated workflow, and ensured efficient and timely project completion.
  - Analyzed data and reports to identify areas for improvement and implemented strategic initiatives.
- **Paralegal** August 2022 - August 2023  
Bassem El Hout Law Firm
  - Assisted in case preparation by organizing case files, gathering evidence, and helping attorneys prepare for hearings or trials.
  - Researched legal precedents and laws to support attorneys in case preparation and legal opinions.
  - Prepared and drafted legal documents including contracts, pleadings, real estate documents, and court filings.
  - Communicated with clients to gather information, explain legal procedures, and provide updates on case progress.
- **Sales Executive** March 2018 - November 2021  
Haddad United S.A.R.L.
  - Developed and maintained relationships to generate new businesses with merchants.
  - Met and exceeded sales targets.
  - Conducted presentations and products demonstrations for clients.
- **Manager** January 2016 - January 2018  
Coffee Shop
  - Managed and oversaw daily operations of the restaurant.
  - Aimed to improve the quality of offering and presentation.
  - Ensured the owner's standards in customer service.
- **Paralegal** January 2014 - January 2016  
Notary Public Office
  - Performed all required administrative and legal duties at the office.
  - Documented files, retrieved files, sorted files properly.
  - Reviewed and summarized contracts and agreements for accuracy.

## Education

- **Lebanese American University** 2010 - 2013  
Bachelor Degree in Business (Management Information System MIS)
- **Beirut Arab University** 2018- 2021  
Bachelor Degree in Law and Political Sciences

## Skills

- Customer Service
- Communication Skills
- Contract Negotiations
- Conducting Meetings
- Adaptability
- Time Organization
- Working Under Pressure
- Multitasking Skills
- Team Oriented

## Computer Skills

- Basic Computer Skills
- Microsoft Office
- Microsoft Navision
- Asana
- Clickup
- Adobe Reader
- Adobe Photoshop
- Artificial Intelligence
- Trading Applications

## Languages

- Arabic - Fluent Read and Write
- English - Fluent Read and Write