

# Mohammad Al Ghezawi

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GitHub: [Mhmd2002M](https://github.com/Mhmd2002M)

## EDUCATION

· **Lebanese International University**, *Bachelor of Management Information Systems* Oct 2020 – Sep 2023

## PROFESSIONAL EXPERIENCE

**Inter Fruits(Fadi Fruits), Lebanon**, *Data Entry Specialist* Oct 2025 – Present

- Entered and updated daily sales data based on transfer invoices with high accuracy. Coordinated with marketing to implement campaigns and uphold brand standards.
- Recorded company expenses according to receipts and verified supporting documents.
- Organized and maintained a structured archive system for all financial and operational documents. Conducted stock checks, reconciled discrepancies, and updated inventory records.
- Ensured data accuracy and completeness while meeting daily deadlines.
- Supported accounting and operations teams by providing updated reports and organized files.

**Dice, Lebanon**, *Store Manager* Aug 2024 – Aug 2025

- Managed daily cash transactions and maintained accurate financial records.
- Coordinated with marketing to implement campaigns and uphold brand standards.
- Secured the store and prepared daily operational reports.
- Oversaw shipments, verified orders, and ensured timely restocking.
- Conducted stock checks, reconciled discrepancies, and updated inventory records.
- Supervised team members, assigned tasks, and ensured efficient daily operations.

**PATC**, *Data entry and dealing with software* Mar 2024 – May 2024 ·

Managed import/export of motorcycle parts and coordinated shipping.

- Maintained stock records, audits, and Excel databases.
- Prepared invoices, delivery authorizations, and supported customers.

**Terranova**, *Sales Associate* Oct 2023 – Dec 2023 ·

*Provided attentive and personalized service to customers, ensuring satisfaction and fostering repeat business.*

- *Consistently met and exceeded monthly sales goals through effective product knowledge, upselling, and cross-selling techniques.*

## **PROJECTS**

· Job Application Tracker Web App:

Built a responsive web application to help users manage job applications with visual status tracking and intuitive UI.

· Mini Food Website:

Developed a responsive food-themed website using HTML5 and CSS3 as part of a mini front-end project.

Implemented a structured layout including a hero section with a form and multiple product components displaying images and descriptions. Focused on clean code practices, semantic HTML, and organized CSS styling to enhance readability and maintainability.

## **HONORS & AWARDS**

- MySQL for Beginners: A Complete Training for beginners (Udemy)
- HTML5 & CSS3 Complete Course: Build Websites like a Pro (Udemy)
- Data entry and software (PATC)
- Fundamentals of deep learning (Nvidia)

## **SKILLS & PERSONAL INFORMATION**

**Languages:** English (Fluent), Arabic (proficient)

- **Proficient in Noria system for inventory and sales management**
- **Data Analysis & Visualization:** Excel, Tableau, Power BI, Python
- **Databases:** MySQL, SQL Server, Microsoft Access
- **Programming:** Python, SQL
- **Business & IT:** ERP Systems, System Analysis & Design
- **Soft Skills:** Communication, Problem-solving, Team Collaboration, Critical Thinking
- **Interests:** Football, Traveling, swim.