



CURRICULUM VITAE

Mohammad Abbass

ABOUT ME

I am a hardworking, meticulous and a focused person who can work well under pressure and produce work to the highest standards. I am also a self-motivated team player who is willing to go the extra mile to make a difference. I am very reliable, dependable and thorough. Moreover, I am very keen to learn and acquire new skills and adapt to change.

Seeking for a challenging position where I can use my planning, designing and overseeing skills and help grow the company to achieve its goal.

EDUCATION

Lebanese International University

Bachelor Degree in Business Management

PROFESSIONAL EXPERIENCE

Sales Consultant and Finance at AL Moghrabi Travel

June. 2020 – present

(Work)

- Assist and consult customers in filling their various applications
- Apply and coordinate online reservations and appointments at different embassies
- Manage financial transactions, budgeting, and logistical operations: handling accounts payable and receivable, preparing financial reports, managing budgets, overseeing procurement processes, and coordinating transportation

Nov. 2018 – Mar.2020

(Work)

Business Management Teacher and Field Officer

at Specialized Education Center FUNDED BY UNICIEF

- Conduct field surveys and assessments to gather data for ongoing projects and initiatives.
- Execute project tasks in collaboration with team members and community stakeholders.
- Provide support in organizing and leading community outreach efforts and educational programs.

PERSONAL INFORMATION

+96171375986

mohabbas092@outlook.com

LANGUAGES

- ❖ Arabic: Mother Tongue
- ❖ English: Advanced
- ❖ French: Fair

KNOWLEDGE OF

- ❖ Microsoft Office
- ❖ Customer Service
- ❖ Job discrimination
- ❖ Trade Secret
- ❖ Entrepreneurship and its Characteristics
- ❖ Franchising
- ❖ Strategic Management Process
- ❖ Buying and Existing Business
- ❖ Price Adjustment Strategies

PERSONAL SKILLS

- ❖ Quick learner
- ❖ Analytical
- ❖ Problem solving
- ❖ Dependable
- ❖ Attention to detail
- ❖ Leadership
- ❖ Motivated & enthusiastic
- ❖ Strong work ethics
- ❖ Fast and multi-tasking
- ❖ Taking the initiative
- ❖ Time management

Goodies Supermarket

Dec. 2016 – Mar.2018

(Work)

- Strong customer service skills
- Attention to detail
- Ability to work in a fast-paced environment
- Ability to handle cash
- Operate point-of-sale systems.

REFERENCES

❖ **Dr. Hayssam AL Ghoch**

☎ +96103408087

✉ elgoche@ul.edu.lb

❖ **Mr. Marwan Sadek**

☎ +33681596992

✉ Marwansadek00@gmail.com