

Mohammad Mokdad

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Objective

Dedicated and driven Business Computing (MIS) graduate with a passion for web development and IT. Seeking to apply technical and business skills to contribute to innovative projects and grow through hands-on industry experience.

Skills

- Programming Languages: Java Script, Python, Java, C, C#, PHP.
- Development Frameworks: .NET Framework, ASP.NET (Basic)
- Web Development: HTML, CSS.
- Database Management: SQL, MySQL
- Microsoft Office Suite
- Advanced Accounting Principles
- Experience with Specialized Software Systems
- Training and Team Support
- Coordination with Local Authorities
- Administrative and Organizational Skills

Education

Lebanese University

Beirut, Lebanon

Bachelor in Business Computing (MIS)

08/2021 - 09/2024

Experience

Administrative Officer – Accounting & Document control

NEO SPECTRUM-Qatar

09/2024-Present

- Managed and controlled company documents, ensuring proper filing, version control, and secure archiving.
- Handled daily accounting tasks including data entry, financial records, invoices, and expense tracking.
- Managed employee attendance records, working hours, leaves, and attendance reports.
- Prepared administrative, accounting, and attendance reports for management review.
- Ensured data accuracy and compliance with company policies and procedures
- Coordinated with multiple departments regarding documents, accounting, and attendance issues.
- Maintained confidentiality of financial and employee information.
- Worked effectively under pressure and met tight deadlines.

Projects

- **Final Year Project: Cozy Cabin - Chalet Reservation System**
 - Developed a full-stack website for chalet reservations, featuring a responsive frontend and a robust backend.
 - **Technologies Used:**
 - Frontend: ReactJS, HTML, CSS, JavaScript
 - Backend: C#, PHP
 - Database: MySQL
 - **Key Features:**
 - User authentication (login/signup) for secure access.
 - Chalet search and filtering functionality based on location, price, and availability.
 - Reservation booking system for seamless user experience.
 - Payment integration for secure online transactions.
 - Admin dashboard for managing reservations, user data, and chalet listings.
 - Responsive design ensuring optimal performance on both mobile and desktop devices.
 - **Outcome:** Achieved a grade of 16/20, with positive feedback for functionality, design, and user experience.