

Mohammad Houssami

Legal Research & Documentation Expert | Project Coordinator | Client Relations Professional

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Experience

Storekeeper at Tiba Spices S.A.R.L, Lebanon

Oct 2024 - Current

- Manage inventory for spices, coffee, and food products, to ensure accurate stock levels and timely restocking.
- Receive, inspect, and organize incoming shipments while maintaining proper storage conditions for food items.
- Monitor product freshness and expiration dates to maintain quality and reduce waste.
- Assist with order preparation and stock replenishment to support daily store operations.
- Maintain a clean, organized storage area and keep accurate inventory records.

Division Coordinator at Green Glory S.A.L, Lebanon

Oct 2023 - Sep 2024

- Optimized project workflows, resulting in a 20% increase in efficiency and ensuring timely project completion across multiple departments
- Developed and implemented a performance tracking system, enhancing data-driven decision-making and reducing project delays by 15%
- Led and mentored a team of 15 employees, fostering skill development and improving team productivity by 25% while significantly lowering turnover
- Coordinated the successful launch of key projects, managing resources, schedules, and budgets to meet client expectations and deadlines consistently
- Collaborated with senior leadership to drive strategic initiatives that improved operational processes, boosting effectiveness by 30% and achieving business objectives

Paralegal at Bassem El Hout Law Firm, Lebanon

Aug 2022 - Aug 2023

- Assisted in case preparation, organizing files and gathering evidence to support attorneys during trials and hearings
- Conducted legal research on precedents and statutes to inform case strategies and support legal arguments
- Drafted and reviewed legal documents, including contracts, pleadings, and court filings, ensuring accuracy and compliance
- Liaised with clients, providing updates, gathering documentation, and explaining legal procedures to ensure smooth case progression

Sales Executive at Haddad United S.A.R.L, Lebanon

Mar 2018 - Nov 2021

- Built and maintained strong relationships with merchants, driving new business opportunities and fostering long-term partnerships
- Consistently met and exceeded sales targets, contributing to the company's revenue growth and market expansion
- Conducted product presentations and demonstrations for clients, showcasing features and benefits to close sales effectively
- Negotiated contracts and pricing, ensuring optimal terms for both clients and the company while delivering value-driven solutions

Manager at The Cafeteria Coffee Shop, Lebanon

Jan 2016 - Jan 2018

- Oversaw daily operations, managing staff, inventory, and customer service to ensure smooth restaurant functioning
- Implemented improvements in product quality and presentation, aligning with the owner's service standards to enhance customer satisfaction

Paralegal at the Public Office Notary of Adnan Houssami, Lebanon

Jan 2014 - Jan 2016

- Handled administrative and legal tasks, including document management, file retrieval, and organizing legal records
- Reviewed and summarized contracts and agreements, ensuring accuracy and compliance with legal standards

Education

Beirut Arab University (BAU), Lebanon

Aug 2018 - May 2021

Bachelor Degree in Law and Political Sciences

Lebanese American University (LAU), Lebanon

Aug 2010 - May 2013

Bachelor Degree in Business (Management Information System MIS)

Technical Skills

- **Software:** Adobe Reader, Adobe Photoshop, Shopify, Facebook Ads
- **Office Suite:** Microsoft Office (Word, Excel, PowerPoint)
- **ERP:** Microsoft Navision, Shopify
- **Collaboration:** Google Drive, Teams, Asana, ClickUp
- **Other:** Artificial Intelligence, Trading Applications

Languages

Fluent in English (Professional Working Proficiency)

Arabic (Native/Bilingual Proficiency)

Hobbies

Reading

Gaming

Following news

Trading stocks and crypto