

Hady El Massaad

NEW RAWDA-DEKWENEH • LEBANESE • +961 71 249 771 • SINGLE • APRIL 29,2001
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OBJECTIVE

Motivated and reliable professional seeking an opportunity to contribute to a team oriented organization while developing my skills and supporting company goals.

EXPERIENCE

**ADMINISTRATIVE ASSISTANT, IT SPECIALIST& JUNIOR HR ASSISTANT
, DOMINO'S PIZZA/ALAMAR FOODS, DEKWENEH, LEBANON – SEP 2024-PRESENT**

- Prepare daily, weekly, and monthly reports using Microsoft Excel.
- Provide IT support and troubleshoot technical issues for staff.
- Maintain filing systems and organize administrative documents.
- Perform accurate data entry while ensuring high attention to detail.
- Manage daily system backups and maintain data integrity.
- Monitor time management processes to ensure timely reporting and task completion.
- Communicate with suppliers to request and obtain quotations.
- Support data analysis and reporting processes for management.
- Work with the inventory control system to ensure efficient stock management.
- Coordinate with suppliers, banks, and external partners based on management requests.
- Assist the HR department in preparing payroll reports.
- Register new employees in the attendance system and set up fingerprint access.
- Create employee IDs and update records in the punch/time tracking system.
- Ensure all legal documentation for new hires is complete and properly filed.
- Coordinate with third-party partners regarding payments and HR-related services.

ADMINISTRATIVE ASSISTANT, LIBAN TISSUS , FANAR-GARDENIA BLDG, LEBANON – 2024-2024

- Created and managed delivery notes, quotations, statements, sales invoices, and receipts, ensuring accurate documentation and timely processing.
- Oversaw the entire production process of uniforms from initiation to completion, ensuring quality control and adherence to deadlines.
- Communicated with clients to take orders and performed data entry to maintain accurate and up-to-date records.
- Liaised with suppliers to negotiate terms, manage inventory, and ensure timely delivery of materials.
- Supervised and coordinated the execution of procedures for production staff, ensuring efficient workflow and adherence to schedules.
- Provided drivers with necessary paperwork for deliveries, ensuring accurate and timely fulfillment of client orders.

SENIOR SALES, ZED , HAZMIEH-CITY CENTER, LEBANON – 2022-2023

- Personally communicated to clients for special store activity new product arrivals, in-store events, and seasonal promotions.
- Assisted in visual merchandising for the store by organizing and arranging products appearance is of utmost importance.
- Utilized computers to determine product delivery and inventory levels.
- Returned the excess product to the warehouse.
- MTM (made to measure) custom made, help customer choose fabric and color as well as design to take their size and make a piece for them.

SALES ASSOCIATE, GS STORE- BOSSINI, DORA-CITY MALL, LEBANON – 2021-2022

- Greeted the customers, and anticipating latest clothing trends.
- Handled other essential tasks like merchandising, housekeeping and stocking.
- Performed the tasks of entering names and phone numbers of potential customers for future reference.
- Responsible for responding to customer queries and update latest upcoming clothess to customers.
- Handled the tasks of handling cash as well as processing payments..

EDUCATION

- (AUL), ARTS, SCIENCES&TECHNOLOGY UNIVERSITY IN LEBANON,Dekweneh. MANAGEMENT INFORMATION SYSTEM (MIS) – Bachelor's degree, 2023
- (ETSTC), ECOLE TECHNIQUE DES SCIENCES TOURISTIQUE ET COMMERCIALES, Dekweneh. – INFORMATION TECHNOLOGY (IT) – BT3, 2019

SKILLS

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| • Works under pressure. | • Good communication. |
| • Teamwork spirit. | • Problem solving. |
| • Speed in work and achievement. | • Collaboration. |

TECHNICAL SKILLS

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| • Ms office(Word, Excel, PowerPoint,Access). | • Information management. |
| • Configuration and maintenance of computer networks. | • Data Entry. |
| | • Customer Service. |

LANGAGUES

- Arabic: Native Language.
- English: writing and speaking (Good).
- French: writing and speaking (Fluent) / DELF B2.

REFERENCE

Will be provided immediately upon request.