Mohamad Al Hindawi

ADDRESS

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OBJECTIVE

Seeking a challenging and responsible position where my skills will be utilized effectively and to secure my position that will allow me to utilize acquired skills and experience.

SKILLS

Java

C++

Visual Basic

Microsoft Office

Networking

Security & Cryptography methods

WORK EXPERIENCE

Present-September 2016

Maliks Bookshop
Supervisor
- Greeting customers and asking for their needs.
- Receiving data from head office.
- Providing training, orientation, and guidance to all team members.
- Reviewing performance evaluation reports on all team members.
- Handling the tasks of maintaining cycle count records on daily basis.
- Maintaining records related to sales.
- Helping the team understand performance targets and goals.
- Scheduling work hours and shifts.
- Assisting in resolving emergencies.
- Providing reports and activity updates to management.

April2016-March2015

Phoenicia Hotel
Storekeeper
- Receiving items from suppliers.
  Providing the events with the needed items.
- Matching purchase requests/orders with invoices and forwarding to accounts for payment processing.
- Entering data for production scheduling ,stock relocation and inventory adjustments.
- Working with internal and external stakeholders to determine supply needs, quality, and delivery requirements.

EDUCATION

Present-Sep 2015

Lebanese Canadian University
Aintoura, Lebanon
- Bachelor in Computer Science

Jun 2015-Sep 2012

Jubran Andrawos Twainy Official School
Bir Hassan, Lebanon
- Lebanese General Secondary Certificate

HOBBIES   Hunting -Collecting model cars- Drawing

References available upon request