

# MOE HUSSEINI

**Age:** 24 Years **Address:** Beirut, Lebanon

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## Personal Summary:

I am 24 years old business management graduate with more than two years' experience in the administration of large groups of managerial officers. My objective is to be a part of highly competitive and dynamic team associated with progressive and forward-looking organization, which provides opportunity to apply my knowledge and skills towards the growth of the organization.

## Experience:

**Streamtech Knowledge Pty Ltd - Bella Vista, NSW, Australia - "JAN 2016 - JUN 2016"**

**Office Manager - Pearson VUE Certified Test Center Administrator.**

- Ensure all compliance standards relating to the test center operation and Pearson VUE stringent security protocols are adhered to.
- Maintain professional relationships with colleagues and candidates.
- Monitor every candidate during EVERY testing session, for the entire testing session.
- Ensure the integrity and security of tests are maintained and that they are supervised to the required standard and report all incidents by completing an Incident Report.

**Insan Association: Defending Human Rights - "OCT 2015 - Dec 2015"**

**Volunteering as a Math Teacher in the INSAN School:**

- Providing support to children, coming from conflict-affected countries, with mathematics, reading and writing on an individual or class basis
- Helping with school events, trips and activities

**Freelance Photographer - Lebanon - "NOV 2013 - DEC 2015"**

Photographer and photo editor specialize in event, portrait and wedding photography.

**Lebanese Ministry of National Defense - Beirut, Lebanon - "JUL 2012 - DEC 2014"**

**Secretary administrator in the General Directorate of Administration:**  
Duties:

- Obtaining the information and data necessary for the preparation of tenders
- Prepare contracts and books of conditions in accordance with the needs of the Lebanese Army.
- Keeping accounting needs and keeping a track of all necessary documents and data including computing.

## Education

JAN 2016 - JUN 2016: Academies Australasia - George Street, Sydney, Australia:  
*Advanced Diploma of Accounting*

September 2010 - Jun 2013: Saint Joseph University, Beirut - Lebanon  
*Bachelor Degree in Business Administration and Management*

September 2009 - Jun 2010: Al Mustafa School, Lebanon  
*Lebanese Baccalaureate « Life sciences »*

## Skills:

### Language:

- English: Fluent
- French: Fluent
- Arabic: Mother Tongue.

### Computer:

- Microsoft Dynamics CRM
- Xero
- Microsoft Visual Studio
- Adobe Photoshop, Adobe Photoshop Lightroom, Adobe Premiere Pro and Adobe After Effects.
- Excellent literacy in MS Office (Word, Excel, PowerPoint, Access)
- Internet Browsing and Surfing

**Other:** Reading, Photography, Cinematography and Swimming.

## References

### *Andy Obeidi*

*Managing Director, Owner, IT Trainer*

*StreamTech Knowledge PTY. LTD*

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