##### Personal Profile

* Name: Mohamad JAMAL
* Birth Date : 22 January 1987
* Nationality: Lebanese
* Sex: Male
* Marital status: Married
* Address: Tripoli - North Lebanon
* Phone: 00961 3410379 – 00961 70402556
* Email:mhamadjml@hotmail.com

**EDUCATION**

**Bachelor of Science in Business Administration – Accounting & Finance**

Saydoun University, Lebanon 2013

**WORK EXPERIENCE**

**Fmcg Section Manager September 2015 till now**

Panda, Jeddah, KSA

**Recipient of goods, data entry and store keeper December 2013 – August 2015**

Al-Hoz Supermarket, Tripoli, Lebanon –

Contact: Mr. Wassim El Hoz: 03/761719.

**Night Shift Store Manager January 2013 – November 2013**

Al- Hoz Supermarket, Koura, Lebanon

**Front End Cashier's Supervisor January 2012 – December 2012**

Al-Hoz Supermarket, Tripoli, Lebanon

**Front End cashier** **April 2011 – December 2011**

Al-Hoz supermarket, Tripoli, Lebanon

**Front End Cashier** **December 2010 - April 2011**

Spinneys supermarket, Tripoli, Lebanon

**Secretary – Informatics Department 2010 - 2011**

Fajr Al-Salam School, Bakhoun, Lebanon

**Arena personnel, security August 2010**

Third FIBA ASIA – Stankovic cup – Beirut, Lebanon

### **Statistics Officer for elections 2009**

### Technopro Company, Koura, Lebanon

### **Cashier** – **Sales man** **2007- 2008**

### Giftastic (gifts shop), Tripoli, Lebanon

**Sales man** **summer 2004**

Villa Dana - city center, KUWAIT

**Cashier** **summer of 2003**

Jamal Pharmacy, Bakhoun, Lebanon.

**Sales man** **2002**

Jamal company, Tripoli, Lebanon

### **TECHNICAL SKILLS**

Operating systems: Windows

Languages & tools: HTML, Microsoft Office

Certificates: Cisco IT Essentials I - V4.0: PC hardware and software - Contact Miss Myrna El Ghoch: 70/829115

Social Development Project: مشروع التنمية الاجتماعية للبلديات الست المحيطة بمخيم نهر البارد
Academy: Hariri Foundation for Sustainable Development, Minnieh, 2010

### **TRAINING AND DEVELOPMENT**

### **Banking Operation Training Session**

### Azm & Saadeh Foundation

March – April 2009

**Counter Operations and Customer Services Training session**

Bank of Beirut - Contact: 06/429503

August 2012

**Training diploma in “Quality Standards of Perfect Service” (Concepts, Skills & Features)**

### Azm & Saadeh Foundation

September 2012

**SKILLS FROM MY CURRENT WORK**

* Maintaining customer service and facilities
* Maintaining cash controls and accounts:
* Record prices in the log book
* Operate the cash register
* Balance cash receipts
* Make deposits
* Record visa and debit accounts
* Maintain a manual general ledger
* Print and record receipts
* Reconcile bank statements
* Keep track of customer credit
* Collect receivables
* Maintain stock, suppliers and inventories:
* Take inventory
* Order groceries and supplies
* Check received stock against invoices
* Mark prices on stock
* Restock shelves

**KNOWLEDGE and SKILLS**

* Accounts payable and accounts receivables
* Office administration
* Store management and administration
* Excellent customer service and interpersonal skills
* Bookkeeping skills
* Analytical and problem solving skills
* Decision making skills
* Effective verbal and listening communication skills
* Effective written communications skills
* Computer skills including the ability to operate a cash register, computerized accounting, spreadsheet and word processing programs at a highly proficient level
* Honest and trustworthy
* Respectful
* Possess cultural awareness and sensitivity
* Flexible
* Demonstrate sound work ethics
* Proficiency in Microsoft Office, especially Microsoft Excel
* A valid Lebanese driving license

**LANGUAGES**

Arabic, English and French (Written, Read & Spoken).

**INTERESTS**

* Technology, surfing the web and group work
* Sports, hunting and swimming

# **References available upon request**