

# Mohannad J. Hammoud

Haret Hraik, Beirut, Lebanon

**Contact Number:** +961 71 530 139

**Email Address:** mohandino85@gmail.com

**Date of Birth:** 28/11/1985



## Synopsis:

An experienced Admin/ HR professional with a rich experience across various Industries and roles. I am looking to learn and develop myself within the parameters of a professionally managed organization to utilize my skills and knowledge for mutual benefit.

## Education:

- **Al-Zouman Institute for Commercial Airline Services Jeddah, Saudi Arabia.**

Mar 2006- Mar2008: Commercial Aviation Diploma in Sales and Reservation. Mar 2006- Sep2007: Diploma in IATA / UFTA Foundation Course

- **Zahrat Al Sahra'a International School Jeddah Saudi Arabia.** Sep 1998- Jun 2004: American High School Diploma.

## Additional Training and Courses:

- Initial Flight Attendant Course, Sama Airlines HQ Riyadh, Saudi Arabia.

- General Accounting and Stock Program, ACT Center, Beirut, Lebanon

## Key Skills:

- Able Organizer
- Keen team player
- Detail oriented

## Work Experience:

\* **Al Zouman General Trading Co. LTD "Swatch" Jeddah, Saudi Arabia.**



Alzouman General trading is a Joint Venture with Swiss watchmaker "Swatch", our company is in the retail business consisting of 100+ showrooms across the kingdom of Saudi Arabia.

## Responsibilities:

Working from 1<sup>st</sup> Jan 2012 to 15<sup>th</sup>Mar 2017 as an Administration Assistant my job includes the following:

-Assist Finance manager in daily activities.

-Follow up, issue letters and report showroom Municipality Licenses Renewal and Expiry.

-Update and file showroom rent contracts and documents

-Issue vendor's payment cheques.

-Issue Purchase Requisition and Purchase orders for Company Purchases

-File and update All Company vehicles paper work and Maintenance Bills

-Issue Official letters.

## Highlights:

I created a new filing system for showroom contracts and paper work, including both soft and hard copy filing system for a confidential and easy access by designated personal.

**\*Sama Leltyaran Co LTD Dammam, Saudi Arabia.**



Sama LelTayaran Company Limited founded in 2007, was a Saudi low-cost airline based at King Fahad International Airport, Dammam operating scheduled flights within Saudi Arabia and the Middle East.

**Responsibilities:**

Worked from Nov, 22<sup>nd</sup> 2007 till 28<sup>th</sup> Aug. 2010 as a Senior Flight Attendant, my job included the following:

- In command of crew on Board.
- Welcome passengers, and maintain standard customer service protocol.
- In charge of cash sales and deposits.
- Check for safety on board before flights and report any issues if needed.
- Keep warm friendly environment on all flights.

**Highlights:**

I achieved a high level of customer service, chose as the cabin crew of the month on more than one occasion, received certificate for on time performance and grooming standards.

**\*Zahrat Al Sahra'a International School Jeddah Saudi Arabia.**



Zahrat Al-Sahra'a is an institution that prepares international learners based on the core standards of the American curriculum.

**Responsibilities:**

Started on 2<sup>nd</sup> Sep 2006 to 2<sup>nd</sup> Jun 2007 as a Front Desk Officer, my role included the following:

- Answer phone calls.
- Welcome parents and school guests.
- Take care of students files.
- Monitor teacher's check-in and check-out

**Highlights:**

I was part in the team at the school new premises and helped to establish the foundations in the new era of the school achievement.

**\*Amsel for General Trading Service and Contracting Beirut, Lebanon.**



A Beirut based company working in variety of job fields including accounting, constructions and services.

**Responsibilities:**

As of Aug 2004 to Feb2006 I started as a trainee in accounts department and then I was promoted to an Office Representative, Accountant and Data enterer my role was:

- Accounts entry on books
- Invoice Audit
- representative at Ministry of Finance and justice and other ministries when required.

**Highlights:**

Amsel was my first step in my career. I was part of the company growth as I helped establish a new customer who requested our services.

# Zahrat Al-Sahra'a International School

This is to certify that

Mohannad Hammoud

has successfully completed the requirements for High School Graduation as prescribed by the School Management and is therefore awarded this

## Diploma

presented in the month of June, 2004, Jeddah, Saudi Arabia



Principal

A handwritten signature in black ink, appearing to read 'Hayat'.

Kingdom of Saudi Arabia

المملكة العربية السعودية

## وَجْهَةُ إِذْنٍ وَفَاتٍ لِعِبْرَةِ الطَّيْرَانِ التِّجَارِيِّ

ALZOUUMAN INSTITUTE FOR COMMERCIAL AIRLINE SERVICES

تحت إشراف المؤسسة العامة للتعليم الفني والتدريب المهني (ترخيص ٩٣٠)  
وتصريح منظمة النقل الجوي الدولية (أياتا - أوقتا - فياتا) في مونتريال / كندا  
Under the Supervision of the General Organization for Technical Education and Vocational Training  
(License No.: 930) IATA - UFTAA - FIATA - Authorized Training Center, MONTREAL - CANADA



## شهادة تخرج

Alzouuman Institute for Commercial Airline Services

Certifies that Mr. **Mohammed Jama1 Hammoud**

Nationality Lebanese ID. No. 2129535 Date of Issue 2003 G

has completed the

**Commercial Aviation Diploma Program In**

**Sales & Reservation**

Period 2 Years Percent 88% Grade // V. Good //

Date 22 Mar, 2008 راللة الرلوق ،،،

رئس مجلس التعليم الفني والتدريب المهني  
بمحافظة جدة

المؤسسة العامة للتعليم الفني والتدريب المهني  
إدارة التعليم والتدريب المهني  
بمحافظة جدة

تشهد إدارة معهد الزومان للعلوم الطيران ان التجراري  
ان التدرج مهندر جمال حمود

وطنيته لبنانى بموجبه حفظه رقم ١١٤٩٥٣٥ رتاريخ ٢٠٠٣م

قد انتهى متطلبات البرنامج التدريسي

لدبلوم علوم الطيران التجاري في

قصاص مبيعات وصحن

لمدة سنتين بنسبة ٨٨% ربتقدير عام لـ جيد جدا

مررت بتاريخ ١٥/٣/٢٠٠٨هـ الرلوق ٢٠٠٨م

٢٠٠٨  
١٥/٣



مدير عام المعهد

Institute General Manager

عبدالله بن صالح الزومان

No.: D 01- 00078

Any erasure or alteration nullifies this certificate

أي كشفا أو تغيير يلغي الشهادة

# Diploma

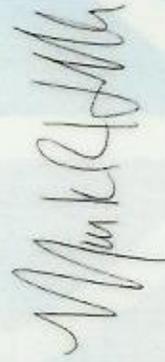
*awarded to*

***Mohanned Jamal Hammoud***

*who passed*

***IATA/UFTAA FOUNDATION & EBT COURSE***

*Montreal, September 2007*



Mark Hubble, Senior Vice President  
Marketing and Commercial Services



**IATA Training & Development Institute**  
KNOWLEDGE • EXPERIENCE • NETWORKING • SKILLS • RESULTS



Nicoll Chomé, Deputy CEO  
United Federation of Travel  
Agents' Associations



Beirut, Lebanon: 31/08/2010

Experience Certificate

To Whom It May Concern

This is to certify that Mr. Mohannad Jamal Hammoud, Lebanese by nationality born on 1985; passport no. RL 1414148/ issued at Beirut Oct 16, 2008; has Worked in our company at the Department of Accounting to get experience in the domain of accounting book holding and data entering, for eighteen months started on August 2004 until February 2006.

During this period, he was nimble minded, well organized, and professional worker.

This certificate has been issued upon his request.

Sincerely Yours,  
General Manager



Osama Shahrour

شركة أمزل  
للتجارة والخدمات والمقاولات العامة ش.م.م



### Attestation of work Experience

To Whom it May Concern ,

Zsis Administration Affairs Office attests that Mr. Mohannad Jamal Hammoud , who carries the Lebanese nationality and Passport No. RL1414148 , has been hired as an Administrator ( front desk officer)

We certify that he was a dedicated and cooperative staff member , and this certificate document is issued upon his request .

The School principal,

  
Faisal Yaghmour



Date : 18/09/2010

التاريخ: 2010/09/18

**شهادة نهاية خدمة**  
**Service Certificate**

Sama Airlines Company Ltd, hereby certifies that the below mentioned employee has worked at the company, as per the following details: تشهد شركة سما للطيران المحدودة بأن المذكور ببياناته أدناه قد عمل لدى الشركة ، وذلك حسب البيانات التالية :

**المعلومات الشخصية** *Personal Details*

**Emp. Name** : Mohannad J. Hammoud الاسم : مهذ جمال حمود  
**Nationality** : Lebanese الجنسية : لبناني  
**ID/ Passport No.** : 2016354199 رقم البطاقة / الجواز : 2016354199

**معلومات الوظيفة** *Job Details*

**Employee No.:** 544 الرقم الوظيفي : 544  
**Job Title :** Senior Flight Attendant المسمى الوظيفي : مضيف جوي أول

**معلومات الخدمة** *Service Details*

**Date of Hire** : 20-Nov-07 تاريخ التعيين : 20-Nov-07  
**Date of EOS** : 28-Aug-10 تاريخ نهاية الخدمة : 28-Aug-10

We wish him/her the best of success in his/her future career. مع أمنياتنا له/لها بكل التوفيق في مستقبل حياته/بها العمليه.

Best Regards,

مع خالص تحياتنا ،،،  




ادارة الموارد البشرية

**Human Resources Department**



# شركة الزومان للتجارة العامة المحدودة

التاريخ : 1438/06/16 هـ

الموافق : 2017/03/15 م

## (شهادة خبرة)

تشهد شركة الزومان للتجارة العامة المحدودة بأن السيد/ مهند جمال حمود، لبناني الجنسية بموجب هوية مقيم رقم 2016354199 عمل لدينا من تاريخ 2012/01/01م وحتى 2017/03/15م بمهنة محاسب عام ومساعد إداري، وقد أعطيت له هذه الشهادة بناء على طلبه دون ادنى مسئولية أو التزام علي الشركة.

متمنين له التوفيق والنجاح.

شركة الزومان للتجارة العامة المحدودة

محمد الزهراني  
مديرة الموارد البشرية





ADVANCED COMPUTER TECHNOLOGY  
*This is to certify that*

*Mohannad J. Hammoud*

*Has successfully finished an intensive course in*

*Accounting & Stock Programs  
(Level 2)*

**ACT**  
ADVANCED COMPUTER TECHNOLOGY  
№ 3886



*Management*  
*R. Boudhafa*



ADVANCED COMPUTER TECHNOLOGY

*This is to certify that Mr  
Mohammad J. Hammoud  
Has successfully finished an intensive course in  
Accounting & Stock Programs*



Nº 3631



*Management*

*Dr. Basim*