**Hassanein Mohammad Taha**

**Personal details:**

 Nationality: Lebanese

 Date of birth: 1-1-1984

 Marital status: Married

 Mobile: 00961 3052540

 Email: hassanein@live.com

 Address: Beirut, Aramoun, floor 4, St. Golf Mart Street.

**Objectives:**

To work within a team in a reputed organization where I can utilize my experience, and market knowledge to achieve the company’s objective as well as my personal career growth.

**Skills & traits**

Well organized, very good listener, good negotiator, active team player, customer oriented, target driven, motivator, leadership skills and business management.

**Educational qualification:**

* TS3accounting Al Masar College Beirut Lebanon.

 2-    two years computer science in LIU Beirut Lebanon 2011.

**Professional experience:**

**BSO- Business Services Offices**;

2014- Till 25/10/2016; Sin El Fil- Beirut:

 **ACCOUNTANT& stock**

ARJ-Ahmad Rajab Jubaili,

From 1/11/2016 till 9/12/2017

.Inventory(sales, purchasing, stock master, General inventory**)**

**.**Journal voucher, receipt, Bank reconciliation

Job Responsibilities:

* Organizing and keeping files and handling projects.
* Answering and forwarding phone call, and taking messages.
* Providing details to phone callers, and office visitors.
* Monitoring the use of devices and supplies within the workplace.
* Dealing with inquiries or needs from the visitors and workers.
* Coordinating the maintenance and repair of devices for the workplace.
* Assisting management personnel in wide variety of workplace responsibilities.
* Collecting and distributing couriers or packages among workers and starting and searching messages.
* Collecting documents from the embassies..
* Helping the accountant department.

**Star Cell Co;**

 2009-2013 Beirut Lebanon:

**Accounting**

  Job Responsibilities:

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Checking all bank accounts on daily bases online access
* Handling accounts payable.
* Preparing sales invoices.
* Performing accounts payable functions for construction expenses.
* Preparing cheques.
* Reconciliation bank & suppliers.
* Preparing the payroll.
* Preparing tax on salaries.
* Preparing all sales invoices.
* Dealing with suppliers, detailing their payments terms.
* Checking VAT each quarter before closing.
* Booking daily accounting transactions (JV, PV, SI, and RV).

 **Source IT Distribution**;

   2007- 2009 –-Dubai, UAE.

Source IT: A leading IT distributor that specializes in mobility solutions, their offering includes brands such as HTC, mobile accessories

   for brands such as Nokia ,Sony Ericsson,Samsung and others.

 **Sales supervisor**:

Job Responsibilities:

* Managed a group of sales executives and promoters on daily basis to achieve set goals and objectives and provided monthly sales forecasts.
* Worked closed with power retailers, sub –distributors, and resellers in order to affirm the company's market share and presence.
* Value proposition creation in order to create leading marketing initiatives for the local channel in the retail sector.
* Responsible for product marketing &business development in the local and Regional market.
* Organized product promotional activities in the retail &commercial channel.

**Computer &other skills:**

* Operating system's windows.
* Presentation package: power point.
* Word processing: Microsoft word.

 4-    Spread sheets: Microsoft excel, Picasso for GSM    activation, Quick Books accounting software.

* Internet browser software: Netscape Navigator, Microsoft Internet Explorer.
* Typing: Arabic, English &French.
* Scheduling Programs: Microsoft Outlook
* Mail programs: Outlook express, yahoo, hotmail, EST.

**Achievements:**

 1-   Pay attention to detail with good sense of order &organization.

 2-   Thorough in project completion and self motivated to provide high quality results.

 3-   Ability to work under tight time schedule.

 4-   Well developed in problem solving skills.

 5-   Filing, typing: English &Arabic and scheduling skill  Additional Information:

 **Languages:**

 Arabic-Native language

 French-written spoken (good)

 English-written spoken (Good)

 **Hobbies &Interests:**

Sports; Reading &Net surfing.