**Mohammed Saad**

**Objective:**

To secure a management position in a reputed organization where I can apply my knowledge, organizational and team working skills, acquire new skills, and contribute effectively to the organization under different working conditions.

**Personal Information:**

Name: Mohammed Saad

Nationality: Lebanese

Date Of Birth: 13/11/1991

Address: Al Moghairieh, Chouf, Lebanon

Telephone Number: (+961)70568466

Email: mohammed9777@gmail.com

**Education:**

October2011- February 2014: “ Sidoon University College”

Bachelor of Business Administration

(Certificate available upon request)

DEC 2016: “ Berlitz “

English Language course

(Certificate available upon request)

July 2012: “ New Horizons ”

Training Diploma in Microsoft Certified Systems Engineer

(Certificate available upon request)

October 2010-July 2011: “ United Arab Institute for Private Training”

Training Diploma in Management and Commercial Sciences

(Certificate available upon request)

May 2009-November 2009: “ Al Andalous Institute”

Training Diploma in Word- Excel-Power Point-Internet Explorer

(Certificate available upon request)

**Internship:**

April 2015-April 2016: “Azzad Trading Group”

I.T. ASSISTANT (MICROSOFT DYNAMIC)

( Certificate available upon request )

**Skills and Qualifications:**

Fluent in spoken and written Arabic and English

Computer skills : MS Word, Power Point & Excel