

Joe Georges Mouawad

joegeorgesmouawad@gmail.com | +961 81442542

DOB: 30 Nov. 2000 | Beirut, Lebanon

PROFESSIONAL SUMMARY

Highly motivated and dedicated operation and maintenance assistant, with 4 years of extensive experience. Performing general maintenance and repair tasks to providing customer guidance and support. Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my technical abilities and skills in building and troubleshooting problems; with willingness to travel and grow through continuous personal and professional development.

WORK EXPERIENCE

Alfa, Beirut Lebanon

Telecommunication assistant, Internship

Aug 2023 - Jan 2024

- Handling calls: Answering incoming calls and managing customer issues in professional communication skills
- Customer Support: Providing assistance, guidance and solutions to customers' questions
- Product/Service knowledge: Understanding the company's products or services to effectively address customer needs and promote offerings
- Multitasking: Managing multiple tasks such as talking to customers, entering data services, and accessing information systems simultaneously

Fathalla Industries, Beirut Lebanon

Installation and maintenance assistant

May 2018 - Dec 2021

- Monitoring and analyzing electrical systems
- Testing devices for improvement, safety, and quality control
- Updating older electrical systems for changes, cost reductions, improvements, safety, and quality control
- Repairing and replacing damaged hardware
- Operates soldering and welding equipment in the fabrication or repair of sheet metal

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- Processing of metal ores and production of semi-finished metal goods, such as rolled and drawn profiles, tubes and sheet metal
- Loading and unloading work pieces
- Operating all equipment to comply with the security and operational control room procedures at all time

EDUCATION AND CERTIFICATES

- University of La Sagesse: 4th year bachelor of General Business
- Lycée du musée: Bac 2 Sociology and Economics, Class 2018

QUALIFICATIONS AND TECHNICAL SKILLS

- Languages (written and spoken): English, French and Arabic
- Proficient in Microsoft Office Word, Excel & Power Point
- Interests: Fishing, playing video games and Formula One racing expert
- Able to multitask, prioritize, and manage time efficiently
- In-depth understanding of electrical regulations, construction, materials, and industry
- Excellent communicator; able to understand instructions and communicate effectively
- Flexible and able to multitask on several different aspects of a project or on multiple project
- Creative problem solver who thrives when presented with a challenge
- Strict attention to detail
- Able to analyze problems and strategize for better solutions
- Strong manual skills and precision
- Strength and physical fitness
- Flexibility and ability to work with minimum supervision