

MOHAMED AHMED ELHAJ

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Experience

***Al-Rafeeq National University “Part time”: - (2021- PRESENT)**

Faculty member in the Department of Business Administration.

***TRIPOLI OPTICS GROUP “Full Time” :-(2018 - PRESENT)**

1. Senior Accountant (public relations). |2021
2. Public Senior Accountant | 2020-2021.
3. Accountant & CASH OFFICE | 2018 –2019.

***GADDH GROUP | 2017 – 2018**

4. ASSISTANT ACCOUNTANT.

***AL-RIFAQ AL-AHLIA UNIVERSITY (2014 – 2015)**

5. HEAD OF THE ARCHIVES SECTION.

Education

MASTER |2016- 2020 | UNIVERSITY OF TRIPOLI

- Business Management) The impact of leadership styles on crisis management)

BA | 2012-2014 | AL-RIFAQ AL-AHLIA UNIVERSITY

- Business Management

INTERMEDIATE DIPLOMA | 2008-2010 | IBN AL-HAYTHAM INSTITUTE

Business Management

Skills & Abilities

- Technical skills: Microsoft Office Package (ICDL + Cambridge IT), Internet searching.
- ERP systems (Sage100, Odoo, Al-Rasheed soft, Q code)
- Acclimate quickly within a team, and get work done quickly and accurately.
- Communication skills.
- Team player.
- Time management.
- Problem solver

Volunteer charity

Financial director of the "I am a human" association and supervisor of distribution of subsidies and coordination of charitable bazaars (2011-2012)

Languages:

- Arabic: mother tongue
- English: good

Awards/Honors:

- Won the "The evolving employee" of the year 2018 award by Tripoli Optics Group (TOG) [Dec 2018].
- Won the "Generous employee" of the year 2019 award by Tripoli Optics Group (TOG) [Dec 2019].

Training courses:

- ICDL Certificate, for (International Computer Driving License) 27/08/2009.
- Amadeus Certified Agent, For (Amadeus Basic Course) 01/11/2011.
- Cambridge International Examinations. (IT) 01/02/2014
- PHS@, Sentinel (Personal Health & Safety Skills) 20/02/2014
- Financial planning and preparation of financial statements 2020