

KHALIL EL HAJ MOUSA

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📍 Turkey- Istanbul Kağıthane

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OBJECTIVE

Seeking for the position of an Office Administrator, to utilize my honed skills in Management, strong organization skills, excellent interpersonal relationship skills. Detail-oriented professional with excellent administrative skills and ability to manage priorities.

EXPERIENCE

2020 -
Present

Arab International Academy - Turkey

Accountant - Registration&FollowUp

- Preparing and maintaining important financial reports
- Cost Controller
- Analyse financial data to finalize data-driven business decisions
- Register students and follow-up the process till graduating
- Prepare the Certificates and follow-up the documentations process

2018 - 2019

Kibtek, TRNC - Turkey

Engineering Assistant

Worked in the maintenance of 8 diesel generators and a steam engine, these generators produce the electricity of the Northern part of CYPRUS

- 2017

Hassanien Co. For Trading & Industry - Lebanon

Engineering Assistant

Internship

- Assisted the head engineer in designing mufflers for power generators, in addition to working with CNC machines

- 2017

Near East University - Turkey

Senior Project

Measuring flow radiation and temperature for a thwemosiphon solar system in different angles and directions to detect best efficiency.

EDUCATION

2015-2019

Near East University -Nicosia,TRNC,Turkey

Bachelor of Science, Mechanical Engineering

2021-
present

Arab International Academy

Bachelor in Business Administration

SKILLS

- AutoCAD
- SolidWorks
- Python
- Microsoft Office (Word, Excel, PowerPoint)
- Basic Programming Machining
- Adobe Photoshop
- HAP Program

TRAINING & WORKSHOPS

- Arab International Academy
Firefighting Workshop
- Arab International Academy
Certifies in HVAC Systems
- Norwegian Council
Certifies with study management
- Islamic Association
First Aid

REFERENCE

- - "Available Upon Request"