



Mohammad Antar BSc

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Profile: Operation Supervisor & Junior Accountant

Reliable and Hardworking Individual

I am a reliable, self-motivated and hardworking individual who is keen to develop his existing abilities and learn new skills. I am able to follow instructions with little or no supervision and work well as part of a team, however can work under my own initiative should that be required.

Personal Objective

Currently, seeking employment within any organization that would enable me to apply what I have learnt in both my academic studies and my limited employment experience, hoping that this will develop my own career within that organization to meet the company goals.

Career Summary

Junior Accountant
AMB Group (Mazen Pharmacy)
2017 till 2018

1. Maintain accurate financial records, including recording all financial transactions in accounting software or ledgers, managing bank statement and reconciling accounts.
2. Prepare financial statement such as income statement, balance sheets, cash flow statements and other reports to provide management with clear understanding of the centers financial performance.
3. Post and process journal entries to ensure all business transaction are recorded.
4. Update accounts receivable and issue invoices.
5. Update accounts payable and perform reconciliation.

6. Reviewing bank reconciliations prepared and performed by the accounting team and ensuring the transactions are accurately booked in respective general ledger account.
7. Data entry and filling.
8. Maintains general and subsidiary ledgers, account receivable, accounts payable, depreciation, cost, and operating expenses by verifying, allocating, reconciling transactions, resolving discrepancies.
9. Record daily banking transactions in accounting system, making sure all transactions are having full supporting documents.
10. Responsible for posting daily journal entries, purchasing vouchers and payment vouchers.
11. Audit financial transactions and document accounting control procedures.
12. Recording petty cash transactions.
13. Creating invoices.
14. Creating bills.
15. Monthly salary transfer to staff.

Oct 2020 Till Now
OSN Television (Darb Al Qamar Satellite) Remotely
Operation Supervisor

Responsibilities & job Description:

1. Lead a team of Installation Technicians as well as third party contractors. Ensure that all dealers and contractors are achieving their daily KPIs. Accountable on opening and closing the day by identifying the dealer's and contractor's jobs and ensuring all the job cards were successfully completed.
2. Responsible on minimizing the idle time of the technicians by providing replacement jobs to the technicians instantaneously.
3. Ensure that all technicians follow the Installation Checklist with each visit, and make certain that each job is in accordance to OSN Standards.
4. Make sure that all customers are satisfied with the level of quality that the teams are providing.
5. Take responsibility of tasks, reports and duties required to ease the workflow of all operations.
6. Managing teams involved in multiple areas, together with a real awareness of the kinds of initiatives that drive performance.
7. Exceeding productivity goals at the same time as ensuring service excellence.

8. Send signal through unify for the box to let it work after capturing and checking with technician if box working fine.
9. Move jobs for another day or another week if customer is not available in the same day.
10. Put stock under technician's name.
11. Refresh inventory.
12. Create BSA to capture the box through admin team.
13. Collect money from customer credit card.
14. Move jobs up and down on Addadi for technicians.
15. Clear suspend pocket and cancel the jobs which need to be cancelled.
16. Remove the Financial Transaction if the job is free.
17. Coordinate with the customer Service Team and Tele Sales .
18. Change jobs status or service type from maintenance to re installations for example if technician want to change cable or relocate dish so he need re installation job card so I gave him.
19. Send to admin team to create and open new job cards after receiving call from customer if he have any problem and need a visit.
20. Give technician replacement and jobs if his cm not available or if no one is answering to fulfill his time.
21. Sending invoice for cm if he need it by taking screenshots from unify.
22. Scheduling jobs through unify for a proper date as per cm request .
23. Responsible for replying to emails which I receive from customer service team and OSN in general.
24. Give assisting activity for technician if he wants to help another technician if job need 2 men team.
25. Create projects and put it for technician as per manager's request.
26. Take notes on my note book for customers who need the visit to be done at specific time.
27. Follow up with technician and remind them to update their jobs and coordinate with customer for the time of visit.
28. Managing and completing the requests sent by technician on what's up group.

29. Check if customer under Premium Warranty and create BSA to reverse the visit amount through admin team to avoid any wrong money collection from credit card.

30. Distribute jobs in UAE as per customer location and technician working area.

31. Send 2 men team for jobs which need 2 men team like new villa or big building and also send special engineer for customer who have problem in the building IF system .

32. Follow up with technician to ensure that they are not wasting time.

33. Work under pressure and stress.

Education

2011 to 2014

BSc Business and Accounting (Undergraduate)
American University of Science & Technology - Lebanon

- Modules Completed:
 - Accounting Information Systems
 - Accounting I & II
 - Intermediate and Advanced Accounting
 - Cost and Managerial Accounting
 - Micro & Macro Economics
 - Managerial Economics
 - Auditing Systems
 - Taxation of Bus, Entities and Individuals
 - Finance I & II
 - Risk Management
 - Money and Banking
 - Principles of & International Marketing
 - Business Law
 - Management Principles
 - Statistics and Probability for Business I & II

Key Skills

I.T. Full knowledge of Windows operating System as well as the full suite of Microsoft Office applications; Microsoft Teams Addadi and Unify
Fully conversant with Dolphin and Microsoft Dynamics NAV resource planning software suite;

Languages: Arabic (Native), English (Very Good), Russian (not too much good)

Personal Details

Date of Birth: 19.03.1991
Nationality: Palestinian
Marital Status: Single
Home Address: Tagheez Building – Second Floor, Eastern Boulevard, Saida, Lebanon.