

MOHAMAD HALAL

343-558-8759 — mohamadhala20@gmail.com — Ottawa, ON

HIGHLIGHTS

- Reliable transportation with a valid G2 license and full flexibility for mornings, evenings, weekends, part-time, or full-time shifts
- Receptionist at Just Dental with expertise in customer service, data entry/record management, and professional front-desk operations
- Delivery & Inventory Associate at Super League Ottawa, handling diverse equipment, maintaining accurate records, and organizing efficient storage layouts
- Fluent Bilingual

EXPERIENCE

Receptionist (Feb 2025 - Present)

Just Dental Care – Ottawa, ON

- Provided exceptional customer service, greeting students, faculty, and patients; answer phones, respond to inquiries, and ensure a positive front-desk experience
- Performed accurate data entry and record management, updating patient logs, maintaining appointment schedules, filing forms, and organizing office documents with strict confidentiality.
- Coordinated appointment scheduling, managing calendars, confirming bookings, handling cancellations, and communicating effectively with all stakeholders

Inventory & Delivery Associate (Sep 2024 - Feb 2025)

Super League Ottawa – Ottawa, ON

- Delivered multi-stop equipment runs to 3-5 venues each week, transporting 100+ pieces of game-day gear (balls, scoresheets, camera kits, trophies) on schedule to support seamless operations.
- Delivered exceptional customer service, liaising with referees, coaches, and venue staff to confirm delivery windows, adapt to last-minute changes, and resolve logistics challenges.
- Monitored equipment health & status, conducting daily audits and inspections, updating condition records, and flagging items for repair or replacement to ensure 100% operational readiness.
- Executed order fulfillment & returns, unloading, inspecting, and organizing gear on-site to optimize storage layout and speed up access for referees and coaches.

Contract Web Developer (Student) (Dec 2023 - Sep 2024)

Websiteous – Ottawa, ON

- Built and maintained numerous client websites, including Ottawa Renovation Contractors and Adam-Express, integrating user feedback to enhance design, functionality, and overall user experience.
- Collaborated closely with clients to define goals and priorities, translating business requirements into wireframes, site maps, and feature roadmaps to ensure each project aligned with brand objectives and deadlines.
- Handled ongoing site updates and maintenance, troubleshooting issues, applying security patches, browser/device testing

TRAINING / CERTIFICATIONS

- **G2 Driver's License (Issued in ON)**
- **Occupational Health and Safety Act (OHSA) Certificate**
- **Valid Criminal Record Check (CRJMC)**
- **Certified in Emergency First Aid & CPR/AED**
- **Point of Sale (POS) System Training**
- **RFID & Barcode Scanner Operation**
- **Warehouse Safety & Equipment Training Certificate**
- **Microsoft Office/365 Certificate**