Rawad Mrad

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Summary

I am efficient in managing time through the daily tasks and know how to prioritize. I am punctual and enjoy being part of a team. Through my dual background education in Business and Computers, I became a balanced person who favors both machine and people with all their characteristics. I responsibly follow instructions and get motivated from learning something new: I always believe that education shouldn't end with a degree but through learning more from what I work and how I am part of the greater plan: the value, the mission and vision of the company I work for that is also the family where I'll be spending more than half of my waking time. Additionally I have been tutoring courses in the university where I got my formation, as a way to pay it forward to my society and Alma Mater.

Work Experience

11/2020 - present

Marketing Internship, Sharekkna
- o Contacting people who are interested to get on board with Sharekkna .

08/2020 – 09/2020

Project Manager Internship, Taskubator
- o The tasks performed throughout the internship pertain to the following areas: Communication with Stakeholders, Managing Team, Project Charter, Resource Allocation, Scheduling, Budgeting, Conflict Resolution, Project Delivery, Lessons Learned, and other related topics.

07/2020 – 08/2020

Software Developer Internship
- o Practice through our one-month intensive internship program one of the fundamentals of software development,source control with Git.

05/2020 – 06/2020

Marketing Internship, Schemazone
- o Working on real business tasks/projects related to the marketing

06/2017 - 08/2017

IT Internship, AL Mawarid Bank
- o Topic research in the IT Field (Windows server, networking...)
- o Assisting any Inquiry in the IT field

01/2017 – 04/2017

Accountant Trainee, Petroleb Fuel Mart S.AR.L
   o Organizing documents functionally and record invoices in the company's database

Tutor, AL Kafaat University   04/2016 – 06/2017

IT&HR Trainee, Collège De La Sagesse   09/2016 – 12/2016
   o Support computer software and hardware troubleshooting and material replacements
   o Reporting on major achievements and setbacks faced

08/2016 – 09/2016

Internship, Fidelity Assurance
   o Rotation through different core departments: Property, Casualty, Marine, Medical Claims
   o Support function of: Receivables, MIS, HR, Purchasing, Customer Service & Marketing

05/2016 – 08/2016

Compliance Trainee, Blom Bank
   o Check pending accounts, pending customer matters and complete KYC samples
   o Assist with opening of new accounts

IT Trainee, USI S.A.L   12/2015 – 03/2016
   o Ensure completion of projects especially those related to networking.

Administrative Assistant, Mounsef   07/2012 – 03/2013
   o Customer service and administrative and manager assistant, visitor meet and greet.

Education

2016 - 2020
Master Degree of Computer Science, Arts, Sciences and Technology University in Lebanon

2016 - 2020
Bachelor of Management, AL Kafaat University

2012 - 2015
Bachelor of Computer Science, AL Kafaat University

Training

MoneySMART Boot Camp, Byblos Bank   06/2017

Fundamentals of healthy money cycle: earning, spending, saving, borrowing & investing. Topics includeed Budgeting (Wants vs. Needs), Risks(Managing Risks),Goals(Reaching your goals), Business(Business idea into Business), Banking (Banking Relationship) & Tax(Lebanese

Tax)

Work Success Boot Camp, Bank of Beirut   12/2016

Five-day lectures, guest speakers, hands-on exercises, discussions, multimedia, assignments, and final presentations, in the topics of Self-assessment, First Impressions, Resume Writing, Interview Skills, Communication Skills, Presentation Skills, Branding You, Networking, Professional Skills and Professional Attitudes, all targeted at new graduates.

Certificate of Completion, Balamand University   08/2016

Introduction to mobile application development.

Cisco Certified Networking Associate (CCNA)   07/2016

Routing & Switching certification covers the fundamentals of enterprise networking, including LAN switching, IP addressing, routing, subnetting, all to administer devices, configure and manage medium-sized networks

Formation telecom, Institute Technique De Kafaat   05/2015

Modules on Computer and cellular Hardware &Software, Satellite and General Electronics

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Skills

o Perseverance and motivation
o Teamwork
o Ability to work under pressure
o Computer :Microsoft Office (World , Excel ,Power Point & Outlook)
o Language:Arabic , French & English

Interests

Practicing Sports (Football, Basketball, Martial Arts), Podcasts by famous Entrepreneurs, Music