

# M.JawadKhazem

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## EDUCATION:

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**Arts, Sciences, and Technology University in Lebanon (AUL)** (March 2013-June 2015)  
*Bachelor of Business Administration – Hospitality Management Department*

**Graduated with a GPA of 3.25/4.0.**

- Main Courses: Introduction to Events Management, Corporate Events Management, Trade Show.

**Lebanese American University (LAU)** (September 2009-January 2013)  
*Liberal Arts Curriculum*

**Lebanese Preparatory School (LPS)** (October 1993- June 2009)

## WORK EXPERIENCE

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**Fitness Zone, Beirut, Lebanon** (March 2010- December 2016)

- Provided coaching services in the fitness area.

**Ramada Hotel Plaza, Beirut, Lebanon** (October 2015-December 2015)

- Had a training period in front office ,sales ,reservation & banquet areas

**Holiday-Inn, Beirut, Lebanon** (May 2016-July 2016)

- Had a training period in the front office, and reservation areas

**CEMA, Beirut, Lebanon** (January 2017-February 2018)

- Auditing/Insurance Officer

**DIMA HEALTHCARE, Beirut ,Lebanon** (April 2018- August 2018)

- Insurance officer/data entry/packaging

**STEELIUM ENTERPRISES, Abidjan,Cote D'Ivoire** (August 2018- September 2019)

- Commercial & Sales Director
  - Conducting market research and analysis to create detailed business plans on commercial opportunities
  - Developing and implementing commercial strategies according to company goals and objectives
  - Monitor social media contents
  - Responsible of the social media posts
  - Approaching new prospects for potential projects
  - Responsible of Presentations preparations

## EXTRA-CURRICULAR ACTIVITIES

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**Russian Cultural Center, Beirut, Lebanon** (September 2015- November 2016)

- Took French courses due to my interest in learning the language.

**AUL Organization Club, Beirut, Lebanon** (May 2014)

- Helped organize and manage certain in& out-campus events.

**Garden Show Event, Beirut, Lebanon** (May 2014)

- Participated as an usher by guiding attendees throughout the event.

**Charity Work** (June 2013-July 2013)

- Supported families in need, along with a group of friends, by donating certain amounts of money.

**High School Basketball**

(June 2007-January 2009)

- Played for the LPS Basketball Varsity Team and participated with them in several tournaments.

**HORECA Exhibition, Beirut , Lebanon (May 2013, May 2014)**

- Assisted the hospitality department in organizing the event.

**The Lebanese Preparatory School's Baden Powell Scouts**

(June 2003- February 2008)

**SKILLS AND INTERESTS:**

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**Languages:** Fluent in English and Arabic (speaking, writing, reading).

**Computer Skills:** Microsoft Word, Excel, and PowerPoint.

**Interests:** Basketball, football, mixed martial arts, traveling, fitness.