

# Abed al hadi Fleifel

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**Objective:** To whom this may concern in your respected institution, I am writing this objective as part of the commencement of my CV. I have long worked within organizational frameworks that require the skill sets needed by Arabnet and particularly for the account manager position. This administrative, logistical and communication-based framework required by me is complemented by my years of experience detailed in this CV. From marketing to team work to management resource allocation, I hope to demonstrate my skill sets in the account manager position in Arabnet. Kindly find below all the details needed.

## EDUCATION

**American University of Beirut-** Beirut, Lebanon **Sep 2017- July 2019**  
Bachelor in Business Administration-Marketing Concentration  
Relative courses taken: Marketing Communication, Social Media in Digital Business

**Makassed Khaled Bin Al Walid-** Beirut, Lebanon **Sep 2001- July 2016**  
Lebanese Baccalaureate: Official in 2016

### Fullbridge U Program Certification

- A 2-month career preparedness course focused on effective communication, teamwork, design thinking, and critical work management skills.

## EXPERIENCE

**Business Student Society Fashion Show/ Entrepreneurship fair –** Beirut, Lebanon **Nov 2018-Apr 2019**  
**Positions Held:** Logistics Team Leader/Investors Team Leader

- Research and contact investors to attend the event
- Create floor map
- Communicate and supply stands at events with their logistical needs
- Create and oversee the security plan of the event
- Divide shifts and tasks between team members

**Goodies-** Beirut, Lebanon **Jul 2018-Aug 2018**  
**Marketing Intern**

- Update social media platforms and look up potential collaborations
- Respond to reviews on Zomato and deal with customer complaints.
- Manage Whatsapp orders
- Research competitor's marketing strategies

**Arope Insurance - Zalka,** Lebanon **June 2018- July 2018**  
Accounting and Finance Intern

- Review and record checks.
- Organize and file collateral checks.
- Receive customer payments and record them on accounting system.
- Organize accounting sheet at end of each work day.

**The Farm Design Agency-** Beirut, Lebanon **Sep 2017- Nov 2017**  
Intern

- Work on marketing different projects.
- Research different social media platforms on marketing strategies.
- Write and conduct interviews and surveys.

**The Submarine-** Beirut, Lebanon

**Jul 2017-Sep 2017**

Intern

- Post and blog on the social media platforms.
- Organize events and workshops.
- Assist manager in daily tasks.

#### **EXTRACURRICULAR ACTIVITIES**

**American Community School's Volleyball Team-**Beirut Lebanon

**Sep 2018-Nov 2019**

**Position Held: Head Coach**

- Organize training sessions
- Participate in regional tournaments
- Teach athletes responsibility and leadership

**AUB Outdoors 2018 – Entertainment team-** Beirut, Lebanon

**Mar 2018- June 2018**

Sub-team leader for Roaming Entertainment Acts

- Organize weekly team meetings.
- Search and interview for possible roaming acts
- Set the schedule of team members during the event
- Manage roaming acts during the event

**AUB Elections 2018 – AUB Secular Club-** Beirut, Lebanon

**June 2018- Oct 2018**

Olayan School of Business (OSB) coordinator

- Organize weekly team meetings
- Set short term and long term goals and milestones
- Spread the secular culture in the school of business

**AUB Men's Volleyball Team-** Beirut, Lebanon

**Aug 2016- May 2019**

- Participate in local and international tournaments

**Banque du Liban Accelerate 2017-** Beirut, Lebanon

**Nov 2016**

- Represent American University of Beirut's booth for startups and scale ups
- Interact with different type of businesses aiming to incubate a startup

#### **SUMMARY SKILLS**

**COMPUTER SKILLS:** MS Word, Excel, PowerPoint, NXT program.

**LANGUAGES:** Fluent in English and Arabic.

**SOFT SKILLS:** Leadership, Communication, Team-Building, Management, Public Speaking.

#### **INTERESTS AND HOBBIES**

Volleyball, Basketball, Football, Politics, Education, Videogames