

Ghazi Abdul Hamid Lawand

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Nationality: Lebanese

Date of birth: 4/10/1994

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Professional Profile:

I am seeking to be an expert in my field with a passion for challenges, innovation and continuous development with a sound understanding of the business skills and concepts. I am a determined and ambitious individual on the pursuit to make a difference through quality and having a primary key role in the business field.

Work Experience:

2019-Current: Logistics & Office Manager of family business: Responsibilities require customs clearance, sales, and general management.

2017-2018: Management internship program at Banque Du Liban, Central Bank of Lebanon:

- ☐ This internship program consisted of new materials presented by BDL along with the various functions this central institution provides. Throughout, various departments of BDL were visited and each occupation was explained.

2017-2018: Human Resource Management internship program at Phoenicia Intercontinental Hotel:

- ☐ At Phoenicia, the Human Resource program consisted of duties such as dealing with payrolls, time schedules, talent resourcing, learning and development of employees, employee motivation strategies, data entry, and filing.

2017-2018: Work Study Operations Management Tutor at Rafik Hariri University:

- ☐ The work study program was to aid and assist students that are having some difficulties in understanding the supply chain and operations management.

2015-2016: Part time job at MINA cargo company (MINA):

- ☐ The part time job at Marine International Navigation Agency mainly dealt with filing, data entry, and cargo billing.

Education:

2013-2017

Rafik Hariri University

Mechref, Lebanon

Bachelor of Business Administration in Management.

2012-2013

Lebanon Evangelical School for Boys & Girls

Loueizeh

Baabda, Lebanon

Sociology and Economics graduate, Lebanese Baccalaureate.

Skills:

- ? Proven written and presentation skills.
- ? Demonstrated professionalism in planning.
- ? Fluent in English and Arabic (written, read and spoken).
- ? Proficient in Microsoft Office tools.
- ? Multitasking.

Workshops & Conferences:

- ? Workshop in Planning & Development.
- ? Workshop in Time Management.
- ? Confex 2017 Conference (Selected by university).
- ? Corporate Social Responsibility 2017 Conference (Selected by university).

Related courses:

? Strategic Management:

This course covers basic concepts of strategic management, such as environmental scanning, industry analysis, internal scanning, organizational analysis, strategy formulation, implementation, and evaluation. The course also provides corporate governance and social responsibility as strategic dimensions of competitive advantage.

? Professional English Writing:

This course supports to enhance communication skills orally and in writing. It also assists in conducting proposals, research work, letters, emails, and memos. In addition, it aids in increasing your presentation and audience convincing skills.

? Organizational Behavior:

This course deals with the wide segments of organizational behavior through theories and how the organization runs in terms of culture and various management concepts. Also, the course enables to engage in leadership and decision making on organizational levels.

? Entrepreneurship:

This course provides detailed material about entrepreneurship methods to enable risk taking, running your own business, business models, and feasibility analysis to convince investors in a desired project.

? Events Management:

This course allows you to learn events management and concepts by applying it in real life. Mainly, it is designed to build a new skill of launching and operating an event by all functions.

References:

Available upon request.