

AHMAD KHAZAAL

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OBJECTIVE

Motivated Information Technology and Management (ITM) graduate continuing my graduate studies in Human Resources Management (HRM) seeking a position where my skills and knowledge can be efficiently contributed and utilized to the growth of the organization.

EDUCATION

Lebanese American University (LAU) Beirut, Lebanon. (Graduate Scholarship Program)

Master's in Human Resources Management
Aug.2020 – May 2022 Expected

GPA: 3.89/4.0

(USAID Full Scholarship)

B.S in Business – Emphasis: Information Technology & Management (ITM)
Aug.2017- May.2020

MGPA: 3.96/4.0

CGPA: 3.81/4.0 *High Distinction*

EMPLOYMENT

Power Automation & Testing / Netways

May 2020 - July 2020

Ensured that the new website was reacting successfully to every action. In addition, reported all the problems to the technical team.

Librarian / LAU RNL Library

Aug. 2019 - May 2020

Responsible for several duties such as: checking books in and out of the library, arranging books on the shelves, and monitoring the floor to make sure floors are silent and organized.

Database Support Intern / International Fairs and Promotions (IFP) Group

July 2019 - Aug. 2019

Worked as a team member to cover certain duties such as calling visitors to update the data and modifying incomplete information in order to reduce discrepancies.

EXTRA CURRICULAR ACTIVITIES & VOLUNTEERISM

Member / Red Cross Youth Department

Aug. 2017 - Oct. 2019

Volunteered in different events that tackle lots of aspects such as awareness campaigns on LAU Beirut campus. Then became GA member, in which I took responsibility of planning and executing events.

Treasurer / Aie Club

Aug. 2018 - Oct. 2019

Responsible for the club's funding, including collection, distribution, and keeping records up to date.

Assistant Group Leader / LAU Summer Camp CEP

June 2018 - Aug. 2018

Responsible to supervise and guide children to their activities, keep them safe, offer emotional support, and implement camp rules.

Representor / Radio Lebanon

Aug. 2017 - Jan. 2018

Represented LAU on a live radio show tackling different problems teenagers face in university life and discussing solutions.

Advisor / Model United Nation (GCLAUMUN)

Sep. 2016 - May 2017

Helped and advised high school students on how to act and represent their country in order to solve different dilemmas.

WORKSHOPS

- Feb.2021: Power of Blockchain and Cryptocurrency by Antonio Bakhos
- Jan.2021: Increase your employability in difficult times by Ms. Randa Farah
- Oct.2019: Networking & Positive Contribution to society by Dr. Hassan Chaker
- Nov.2018: First Aid workshop by the Red Cross
- Sept.2018: Community Service Project (CSP) With Makhzoomi Foundation

SKILLS

- Bilingual (English – Arabic)
- Excellence in Microsoft Office (word, excel, power point, access)

REFERENCES

Upon request