

MOHAMMAD SUDKI ALATTAR

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An MBA graduate with 3 years of management and customer service experience with a great interest in marketing.

EXPERIENCE

02/2021 – PRESENT

OPERATIONS MANAGER / AHEAD MEIDICAL CENTER, RAYA CARE

Ensuring all operations are carried on in an appropriate manner, purchasing materials, planning inventory, making sure operational activities remain on time and within a defined budget.

03/2019 – 02/2021

ADMINISTRATIVE ASSISTANT. LEBANESE AMERICAN UNIVERSITY

Supervised USAID and financial aid applications, follow up regarding interested Financial Aid applicant by email and call, customer service.

09/2018-08/2019

GRADUATE ASSISTANT (SCHOLARSHIP) / LEBANESE AMERICAN UNIVERSITY

Research, graded and proctored exams, academic support.

10/2017- 12/2017

VOLUNTEER ADMINISTRATIVE ASSISTANT / WORLD FOOD PROGRAM (UN)

Checked administrative shipping operations order, validated shipment documents, supervised activities from land side until cross border, escorted documents and ensured fleet good delivery.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, LEBANESE AMERICAN UNIVERSITY

GPA: 3.7 (GA SCHOLARSHIP)

Most of my elective courses were related to marketing, digital marketing.

Graduated in: 2020

BS IN BUSINESS MANAGEMENT, LEBANESE AMERICAN UNIVERSITY

Graduated in: 2017

SKILLS

Public Speaking, Interpersonal Skills, Team Work, Flexible, Time Management.

ACTIVITIES

10/2020- Present

Member/ Mercury Toastmasters Club

Preparing and deliver speeches, managing different roles, improve public speaking skills, developing leadership skills.

05/2016- Present

Vice President / Fanoussy

Managing social media pages, budget planning, attracting sponsors, event planning, interviews.

CERTIFICATES

Marketing in a Digital World, University of Illinois (2020)

Influencing People, University of Michigan (2020)

Maharat Min Google