

# Ahmad Abdel-Malak

"Whatever you decide to do, make sure it makes you happy- Paulo Coelho", looking for an internship position with a well reputed company to benefit from and add value to the business as well as broaden my analytical experience .

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## EDUCATION

### American University of Beirut (AUB)

Bachelor 's Degree in Business Administration,  
Business Information And Decision System  
Concentration (BIDS).

09/2019 - 06

GPA: 3.6/4.0

### Rafic Hariri High School (RHHS)

Lebanese Baccalaureate (life science)

09/2003 - 06/2018

## WORK EXPERIENCE

### Malak Establishment

Position Held: Data Entry Clerk

06/2017 - 08/2017

database entry operations

- Processed invoices, collected receipts, and added them to the accounting system.

### Malak General Trading

Position Held: Business Representative

06/2018 - 12/2018

goods selling and marketing

- Involved in sales, marketing, and distribution of products in the Lebanese regions.

### Malak General Trading

Position Held: Business Coordinator

07/2019 - 09/2019

buying and negotiating with sales representatives

- Worked in a retail environment for planning, selecting and **purchasing** quantities of goods and **merchandise** that are sold in **retail stores** .

### Malak General Trading

Position Held: business planner

06/2020 - 02/2021

buying and negotiating with sales representatives

- Worked in a wholesale environment for planning, selecting and **purchasing** quantities of goods and **merchandise** that are sold in **wholesale** , developed the ERP system based on essential courses attended at AUB.

## COMPUTER SKILLS AND COMPETENCIES

Microsoft Office (Word, Excel, and Powerpoint)

Basic knowledge in SAP and SAP Lumira

knowledge in solver

Customer Service Excellence

Supply Chain Management

SPSS

## WORK PROJECT

Financial Ratios Comparative Analysis (06/2019 - 07/2019)

- Analyzed several financial statements for two big airlines companies and then constructed a financial analysis and presented a powerpoint that included recommendations related to the two companies based on the analysis.

SWOT Analysis (10/2019 - 11/2019)

- Visited SABIS school and interviewed one of the managers to gather information about their strengths, weaknesses, opportunities and threats, and accordingly produced a successful analysis and presented results.

Training program (10/2020 - 11/2020)

- Developed a training project for the banking sector for the purpose of detecting sexual harassment and how to deal with different cases.

## ORGANIZATIONS

Malak establishment (06/2017 - 08/2017)

Malak general trading (06/2018 - 12/2018)

Malak general trading (07/2019 - 09/2019)

Malak general trading (06/2020 - 02/2021)

## CERTIFICATES

Dean's honors list (09/2020 - 12/2020)

Dean's honors list (01/2020 - 05/2020)

## LANGUAGES

Fluent in Arabic,  
English, and  
French (Reading,  
Speaking and  
Writing)



## REFERENCES

Available upon request.