

# Mohamad Tawbe

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## Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and objectives within contemporary business settings.

## Professional Experience

### Training Manager

McDonald's Beirut City Centre

*2015 – Present*

Key responsibilities included:

- Build monthly training reports and schedule. Evaluate employees and identifies weaknesses.
- Lead, teach, onboard and evaluate crew trainers and crew members. Encourage employees for training.
- Track employees' success and progress.
- Communicate all the training programs on a timely basis.

### Internship, Employment Hub

The Nawaya Network x Live Love Beirut NGOs

*2021 - Present*

Working part time whilst studying for my Master 2 Degree in Digital Media and Communications, I worked as PR practitioner and call center operator.

### Protocol Assistant

Lebanese Presidency

*2019 - 2020*

Key responsibilities included:

- Research traditions and customs.
- Model polite behavior.
- Make and send invitations.
- Create suitable seating arrangements.
- Arrange photo opportunities and press conferences. Schedule and book transportation.
- Arrange lodging and meeting accommodations.
- Prevent etiquette breaches or embarrassing cultural blunders.

### Telemarketer

Elite Club

*2018 - 2020*

Selling loyalty program card to UAE

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## Education

Lebanese University  
2016-2021

- Master 2 in Digital Media and Communication
- Master 1 in Corporate Communication
- Bachelor in Public Relations and Advertising

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## Achievements and Certificates

- Advertisement for **NUMBER 1** Products from Carrefour
- Protocol Assistant (Arab Summit, Lebanese Presidency)
- McDonald's: Restaurant Food Safety , Quality Bundles Workshop, Allergen Management Workshop
- Integrated Pest Management Awareness Session (Boecker)
- Ecolab Training Certification

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## Skills Highlighted

- Communication skills
- Public speaking, speech writing, and presentation composition
- Negotiation, problem solving skills and decision making
- Administrative and human resources skills
- Conferences handling
- Business analysis and planning
- Time management
- Avid learner

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## Additional Information

### Computer Literacy

- Microsoft office: Word, Excel, PowerPoint
- Social media campaign management
- Microsoft Teams, Zoom meetings
- HTML, CSS, Android Studio basic knowledge
- SEO initial skills (organic and paid content creation)

### Languages

- Fluent: Reading, Writing, and conversational in Arabic and English