

# Mohsen Zrayka

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## EDUCATION

<b>American University of Beirut (AUB)</b> , Beirut	August 2016 – May 2020
<b>Bachelor of Business Administration - Accounting</b> concentration	
<ul style="list-style-type: none"><li>USAID Full Scholarship recipient</li></ul>	
<b>Minieh High School</b> , Minieh	Sept 2013 – June 2016
<b>Baccalaureate in General Science - Mathematics</b>	

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## PROFESSIONAL EXPERIENCE

<b>CHEMONICS INTERNATIONAL INC.</b> , Beirut	May 2021 – Sept 2021
<b>Project Intern – North Lebanon</b>	
<ul style="list-style-type: none"><li>Assist in implementing a workforce development program (USAID funded community support program)</li><li>Collaborate with NGOs in assessing the communities, planning, and providing activities that meet their needs</li><li>Secure volunteering opportunities for CSP scholars and follow up with them</li><li>Monitor and report on the work of the CSP scholars during the activities</li></ul>	
<b>SOLIDERE</b> , Beirut	May 2019 – July 2019
<b>Accounting Intern</b>	
<ul style="list-style-type: none"><li>Reconciled banks and suppliers statements</li><li>Recorded financial transactions</li><li>Assisted in preparing financial statements and in monthly closings</li><li>Followed up on payables and receivables</li></ul>	

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## PROJECTS

<b>Senior Care in North Lebanon</b> , Tripoli	Implemented in June 2020
<b>Co-Founder, Organizer</b>	
<ul style="list-style-type: none"><li>Organized with a team of 4 a community service project funded by USAID</li><li>Provided activities to improve the psychological and emotional wellbeing of seniors</li><li>Planned and managed the budget of the project</li></ul>	

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## EXTRACURRICULAR ACTIVITIES

<ul style="list-style-type: none"><li>Participated in <b>the Anghami Competition</b></li></ul>	May 2019
<ul style="list-style-type: none"><li>Participated in <b>the Big4&amp;After Competition</b></li></ul>	April 2018
<ul style="list-style-type: none"><li>Volunteered with <b>IBDAA</b><ul style="list-style-type: none"><li>Assisted in organizing the IBDAA Event to raise awareness of environmental concerns by offering viable solutions and mentored students</li></ul></li></ul>	April 2018
<ul style="list-style-type: none"><li>Tutored Syrian refugees' students with <b>NASSMA</b></li></ul>	Feb 2017-May 2017
<ul style="list-style-type: none"><li>Participated in <b>UNICEF Psychosocial support project</b></li></ul>	Mar 2017-Nov 2018
<ul style="list-style-type: none"><li>Volunteered with the <b>Innovation Livelihood Project</b><ul style="list-style-type: none"><li>Tutored computer skills for young refugees</li></ul></li></ul>	April 2017-May 2017
<ul style="list-style-type: none"><li>Member of <b>the AUB UNICEF Club</b></li></ul>	2017-2019

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## WORKSHOPS AND CERTIFICATIONS

<b>AUB CENTER OF CIVIC ENGAGEMENT</b> , Beirut	Jan 2017 – May 2019
<ul style="list-style-type: none"><li>Attended workshops on: Entrepreneurship Development Training, Capacity and Team Building, Advocacy, Communication skills, Presentation and Public Speaking, Problem Solving and Decision Making, Proposal Writing, Multimedia Essentials, and Project management.</li></ul>	

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## SKILLS

**Languages:** Arabic (native), English (fluent), French (basic)

**Computer skills:** Excel, Word, Access, PowerPoint

**Soft skills:** Public Speaking, Teamwork Management, communication, Planning and Organizing, Problem Solving

**Interests:** Volunteering, Football, Coaching