
SUMMARY

Amjad is a hardworking, dedicated student, willing to learn and improve his skills overall, focusing on the business field related skills. Strongly focused, with the ability to complete tasks accurately in a timely manner and a fast-paced environment.

EDUCATION

American University of Beirut (AUB), Beirut, Lebanon Sept 2019 - June 2023
Bachelor's degree in business administration
Double concentration in BIDS (Business Information and Decision Systems) and Marketing
MEPI TLU Scholarship Recipient
Cumulative GPA: 3.5 | Dean's honor list for Spring 2021

EXPERIENCE

SCHEMAZONE Firm, Toronto, Canada (Remote) Jan 2022 – Feb 2022
Marketing Trainee

- Identified potential customers for a new training center that will be launched
- Identified partners to successfully launch the training center
- Conducted competitor analysis
- Developed a marketing mix and SWOT analysis

MAKHZOUNI Foundation, Beirut, Lebanon Sept 2021 – Nov 2021
Human Resources Apprenticeship Program

- Screened resumes, scheduled interviews, and maintained agendas
- Conducted interviews as a 2nd interviewer on a regular basis
- Contributed to the program with fresh ideas regarding the tasks, sessions, and assignments of new apprentices.
- Presented different topics related to HR and discussing them with other apprentices in class and online.

Sharekna NGO, Beirut, Lebanon Jan 2021 – Mar 2021
External Relations and Communication Specialist

- Communicated with virus specialists and generalists from the MENA region and coordinated with them to raise awareness about Covid-19 and other health problems by recording videos and posting them on Sharekna social media platforms
- Translated the content of English videos to Arabic subtitles and vice versa
- Conducted follow up sessions with the health specialists on necessary matters such as the content of the video and related logistics.

ACCOMPLISHMENTS

Design2Transform Competition – My teammates and I won 1st place among other AUB teams for our innovative project idea which focuses on providing an efficient student-centered learning experience at AUB and beyond.

EXTRACURRICULAR ACTIVITIES

PADILEIA Organization, Beirut, Lebanon Nov 2020 - Dec 2020
Student Mentor

- Helped a student throughout his application process to the MEPI Tomorrow's Leaders Scholarship Program.
- Reviewed and edited his essays language-wise and retranslated incorrect translation.

American University Hospital, Beirut, Lebanon Sept 2020 - Oct 2020
Volunteer

- Helped in monitoring donations received (medical supplies and other equipment).
- Helped in inventory count and related data entry.

SUMMARY SKILLS

Languages: Arabic (Native), English (professional)
Computer skills: Microsoft office (PPT, Word, Excel), Canva, Microsoft Power BI, SPSS, data analysis
Soft skills: communication, teamwork, time management, flexibility
Interests: bicycling, swimming, table tennis