
Ahmad Ismail

Cornish El Mazraa, near Abed Tahan
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Personal Details

- Date of Birth : 15/05/2001
- Nationality : Lebanese

Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **American Learning Center** June 2020 - Present
Head of Registrar / Student Affairs
 - Office Routines: Receive new students, tests and offers advices about the level they should attend.
 - Arrange orientation sessions for new students.
 - Plan ledgers and organises payroll charts.
 - Responsible for all accounting related issues.
 - Issue the student's certificates.
 - Train new administration staff. Offers advice, encourages and supports individual growth among the employees.
 - Data entry (Learning Management System)
 - Prepare memoranda and plan classes for new sessions ahead of time.
 - Send memos and minutes of the meetings and follows up different tasks and reports directly to the head of operations.
 - Provide day-to-day assistance to the development team by creating new marketing strategies and fresh concepts in order to secure the continuity of the center's success.
 - Responsible for online exam bookings (IELTS) with the British Council.
 - Responsible for handling and updating the center's social media accounts as well as its website.
- **Syscom Technologies** September 2019 - April 2020
Business Development assistant
 - Develop business development strategies
 - Arrange meetings with potential customers
 - Maintain client relationship
 - Meet with the sales team to promote the company's services
 - Work on the development of new staff
- **Curve Cell** June 2018 - September 2019
Store manager
 - Plan and direct day to day operations
 - Solve all accounting related issues
 - Inventory checkups
 - Deal with all customer queries and complaints
 - Create store policies
- **Foodblessed** September 2016 - January 2019
Volunteer

Education

- **Lebanese American University** 2019-Present
Information Technology Management
3.64
- **Lebanese American University** 2020-2021
MEPI TLS Program
- **SAP** June, 2021
SAP Dual Study Program

- **SAP**
SAP Learning Hub - Project Management January 2022 - Present
- **Lycee Francais International Elite**
French Baccalaureat 2019
16.26/20

Skills

- Communication and Interpersonal skills: teamwork, cooperation, listening, persuasion, and empathy.
- Good computer skills (Microsoft Office, Tableau, IBM SPSS)

Achievements & Awards

- Distinction list for Spring 2021
- Handball rookie of the year (2021)
- MEPI TLS Scholarship

Languages

- Arabic: Native
- English: Advanced
- French: Advanced
- Italian: Beginner

Reference

- Available upon request - ""