

Sleiman El Hachem

Recent Business & Management Graduate

“Constantly seeking knowledge and proficiency, as I strive to add meaning and value to all of my commitments”



Personal details

Name

Sleiman El Hachem

Email address

sleimanelhachem@gmail.com

Phone number

79146255

Date of birth

July 24th, 2000

Linkedin

linkedin.com/in/sleiman-el-hachem-03b07517a

Skills

Organization ● ● ● ●

Comfort with Technology ● ● ● ●

Attention to details ● ● ●

Project Management ● ● ●

Languages

Arabic ● ● ● ●

English ● ● ● ●

French ● ● ● ●

Hobbies

- Photography, film production
- Hiking

Education

Sep 2018 – Jun 2021

Bachelor’s degree – Business Administration and Management, General

Saint Joseph University of Beirut

During these past few years, I was able to forge a very solid mindset regarding the economical world. The courses I took helped me develop my critical mind and sense of business. Despite not having a specialization in a specific field, I was able to discover and explore various facets, all connected to one another, granting me a wide and clear vision in the business area.

Jan 2003 – May 2018

Lebanese Baccalaureate in Sociology and Economics.

Sagesse Brasilia - Saint Jean, Baabda

Employment

Dec 2021 – Feb 2022
(3 months)

Logistics & Operations Junior Officer

RN Chemicals, Beirut

- Tracked and updated shipments status.*
- Maintained constant follow-up with consignee.*
- Handled invoices processing as well as orders purchasing.*
- Prepared orders for delivery or pickup between port and warehouse.*
- Managed customers inquiries.*
- Completed orders by submitting right documents on time and following up with supplier regarding originals.*

Host

Just Perfect Agency, Beirut

- Greeted customers.*
- All kind of data entry.*
- Followed a well-structured plan to keep the event/occasion organized and under control.*
- Prioritized working as a team.*
- Assisted in supervising the cohesion and flow of events.*

Mar 2019 – Aug 2021
(2 years)

Talent Development Intern

Holdal - Abou Adal Group, Beirut

- Developed reports and presentations on new platforms introduced within the function.*
- Assisted in identifying suitable digital courses to each department in order to help increase overall performance.*
- Drafted projects related to employee’s well-being.*
- Worked on visuals and videos related to several projects.*

Jun 2020 – Aug 2020
(3 months)

Licenses & Certifications

- Value-Based Care: Reimbursement Models – In progress
- Supply Chain Logistics Course via Coursera – Issued Nov 2021
- Innovation Camp (ICAMP) – Issued Aug 2021
- Foundations of Project Management – Issued Jun 2021
- TOEIC Listening and Reading – Issued Apr 2021
- Fundamentals of Digital Marketing – Issued Jan 2021
- Delf B2 – Issued May 2017