

Tamer Mosleh

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OBJECTIVE: In search of a job opportunity in the business field that will allow me to utilize the skill sets I have gained from my volunteer and educational experiences in ITM and data analytics, and also utilize my enthusiasm for helping businesses prosper and understand how information systems, and other technologies can benefit their success in different ways.

EDUCATION:

Lebanese American University (LAU)

Beirut, Lebanon

Bachelor of Science in Business Studies -Information Technology Management

Expected May 2022

Minor in Data Analytics

Full USAID Scholarship | Cumulative GPA: 3.87/4

EXPERIENCE:

Anghami

June 2021 – July 2021

Human Resources Intern

- Prepared policies and procedures with the HR team
- Handled employees filing and worked on digitizing employee records
- Worked on development projects for Anghami's people, such as employees handbook, performance appraisal...

EXTRA CURRICULAR ACTIVITIES:

Outreach and Civic Engagement Department at LAU

Volunteer

September 2019-Present

- Completing 12 hours of active volunteering per month & gaining social awareness and time management skills through balancing volunteer work and education
- Volunteering to tutor children in need and cleaning the public beach
- Participating in food packaging with Food Blessed and mentoring high school students with WeGuide Organization
- Volunteered with CrossTalk NGO, Dafa organization and Dar al Aytam on Humanitarian projects

WeGuide Organization

January 2021-May 2021

Volunteer – Researcher and Data Analyst

- Gained research skills by gathering data on different university entrance exams
- Improved data analytical skills by building surveys and analyzing results to specify strengths and weaknesses for satisfaction improvement of Weguide clients (students)
- Advanced communication skills by meeting with high school students virtually to answer questions about the university and various majors

KEY SKILLS & COMPETENCIES:

- Computer: Advanced knowledge in Microsoft Office (Word, Excel, PowerPoint); Moderate knowledge in SAPERP; Moderate knowledge in programming with Visual Basic; Basic knowledge with R and Tableau Programs
- Languages: Fluent in English and Arabic