

# Ahmad Ayoub

Beirut, Lebanon

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Experienced Tech Recruitment Support Officer and Management Information Systems graduate with sales experience, currently excelling at SE Factory. Contribute to Graduation Days' processes for bootcamps, engage with SEF Alumni through hundreds of outbound calls, and identify tech talent. Proficient in CRM, Google Workspace, Microsoft Office Suite, and recognized for fostering strong customer relationships.

## Professional Experience

### Employment Officer | SE Factory

December 2023 – Present

- Contribute to Graduation Days' processes, ensuring data quality standards and enhancing efficiency.
- Actively engage with SEF Alumni, updating and maintaining accuracy in Alumni/RP CRMs.
- Identify companies looking to hire tech and digital talent, actively tracking fresh graduates' interview progress and providing necessary support.

### Tech Recruitment Intern | SE Factory

August 2023 – November 2023

- Collaborated with Tech Recruitment colleagues on daily tasks and documentation.
- Ensured accuracy in partners' information with the team, meeting deadlines.
- Provided additional support for various tasks in the Tech Recruitment department.

### Sales Associate | Shaaban Household

July 2021 – June 2022

- Achieved a 25% increase in repeat business by fostering strong customer relationships.
- Worked closely with team members to ensure the accuracy of partners' information, meeting established deadlines.
- Collaborated with a team of three to apply sales strategies, increasing store foot traffic and sales by 30%.

### Independent Distributor | Herbalife Nutrition

May 2020 – September 2020

- Managed a 2-level team of 7 people, providing mentorship to achieve sales and lead generation goals.
- Led a successful in-person health webinar with 30 participants, significantly boosting Herbalife product sales.

## Volunteering

### Marketing Team Member | AIESEC Turkey

February 2020 – July 2020

- Supported AIESEC's Marketing for 5 months, contributing to impactful campaigns, boosting brand awareness and engagement.
- Assisted in the development and implementation in 2 marketing campaigns.
- Contributed to the creation of marketing materials and content.

## Education

### BBA in Management Information Systems | Lebanese University

September 2020 – July 2023

## Skills

- |  |                                     |
|--|-------------------------------------|
| • Communication and Interpersonal skills | • Microsoft Office Suite            |
| • Problem-solving                        | • Google Workspace                  |
| • Relationship building                  | • CRM                               |
| • Team Collaboration                     | • Customer service and satisfaction |
| • Adaptability                           | • PandaDoc                          |

## Training and Certifications

Career Growth Learning Program | American Institute for Applied Education

September 2023

Project Management | SMART Skills Group

May 2023 – June 2023

Creative Thinking Training (GIL Program) | The Nawaya Network – Powered by Unicef

April 2021 – May 2021

Communication Skills | Centre MINE in Partnership with makesense

November 2021

Be Your Own Boss | Centre MINE with Higher Education Capacity Development (HECD) Funded by USAID

May 2021

## Languages

Arabic (Native); English (Advanced)