

AHMAD ABDUL LATIF BEKAI
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OBJECTIVE

Highly motivated and dedicated individual seeking a job position. With a strong academic background and proven experience, I am eager to apply my knowledge, passion, and ability to contribute to continued success in delivering high-quality projects and services.

EDUCATION

2020-2023 Rafik Hariri University (RHU) Meshref, Damour
Business Information Technology Management Graduate

- President's Honor List
- Dean Honor List fourth time
- GPA 87.6 with Distinction

2013-2020 Makassed High School
Lebanese Bachelorette in Sociology and Economics

- Distinction

WORK EXPERIENCE

May 2023 - July 2023 **Development for People and Nature Association**

Position: Internship

- Actively participated in various research projects, gaining hands-on experience in data collection, data analysis, and report writing.
- Assisted in conducting environmental impact assessments, ensuring compliance with relevant regulations and guidelines.
- Collaborated with team members to develop and implement environmental strategies, considering stakeholder input and community needs.
- Contributed to the development of project proposals and grant applications, ensuring alignment with sustainable development goals.
- Conducted literature reviews and research to support evidence-based decision-making processes.

May 2022 - Aug 2022

Salem Group, Consulting Firm

Position: Business Analyst Internship

- Researched for bids and grants for the company.
- Assisted in preparing and delivering proposals.
- Conducted research on various startups and their potential for investment.
- Researched and analyzed various Accelerator programs and their potential for success.
- Assisted in conducting capacity assessments for NGOs.
- Drafted business plans for startups.
- Developed and implemented innovative strategies to increase the visibility of the company.
- Analyzed market trends and customer needs to develop strategies to increase sales.
- Conducted competitive analysis to identify new opportunities.
- Developed and managed relationships with clients, investors and partners

May 2023 - June 2023

Hammoud Hospital University Medical Center

Position: Intern (IT department)

- Utilized the hospital's database system to create and update patient profiles accurately and efficiently.
- Ensured the confidentiality and security of patient information by strictly adhering to privacy protocols and guidelines.
- Collaborated with the hospital staff to ensure accurate and up-to-date documentation of patient data.
- Entered patient data into the database, including personal details, medical history, and test results, with a high level of accuracy and attention to detail.
- Worked closely with the hospital's administrative team to coordinate patient file management processes and address any issues or concerns.

April 2020 –August 2022

Assadi Group International

Position: Sales Clerk / Negotiator / Cashier

- Assisted customers in finding and selecting shoes that fit their needs and preferences
- Demonstrated knowledge of different shoe styles and brands to help customers make informed purchasing decisions
- Operated the cash register and handled customer payments and returns
- Arranging displays and restocking inventory
- Collaborated with colleges to achieve daily and weekly sales goals
- Assisting in analyzing and registering the store's expenses and revenues
- And after I gained experience in the sales sector I started negotiating with the shoes wholesalers and accomplishing deals with them.

CERTIFICATE

Peregrine global services certificate of learner completion

Score: 72.50%

Date: April 08, 2023

SKILLS

- Programming C++, HTML, JavaScript, CSS Languages
- Expert in Microsoft Office (Excel, Access, Word, PowerPoint ...)
- Communication Skills
- Research Skills
- KOBO Tool Box
- Survey 123
- Google Workspace

LANGUAGES

Arabic	Native language
English	Fluent
French	Basic knowledge