

# Ahmad Najdi

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## EDUCATION

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American University of Beirut (AUB), BBA Program-Concentration In Accounting

GPA: 3.55/4.0

Sep 23 – Jun 25

Lebanese American University(LAU),Bachelor's Of Science In Accounting

Sep 22- Jun 23

College Sacre- Coeur Des Freres-Gemayze (High School)

Sep 07- Jun 22

## PROFESSIONAL EXPERIENCE

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Lebanese American University (LAU), IT assistant

Jun 23 – Sep 23

- With experience in organizing data using spreadsheets, I worked as an IT Assistant who provides efficient technical support to lab users. I engage in resolving hardware, software, and network issues promptly, ensuring minimal disruptions. My proficiency extends to managing computer hardware, including plotters, to ensure optimal functionality. I offer guidance and assistance to users, ensuring adherence to lab policies and facilitating a productive learning environment. Additionally, my meticulous documentation and reporting skills contribute to valuable insights for improvement, in addition to assisting graphic design students by utilizing HP plotters specifically designed for design related work.

Joseph Badr Centre, Economics Tutor

Sep 22- May 23

- At the Joseph Badr Centre, I served as a dedicated economics tutor, providing invaluable support to fellow students preparing for official exams. I crafted personalized tutoring sessions, simplifying complex economic concepts and problems to enhance comprehension and how to tackle problems. Through collaborative and engaging teaching methods, I contributed to the academic success of my students, ensuring their readiness for official examinations.

## VOLUNTEERING

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MMKN NGO, Math Tutor

Jun 22- Jul 22

- During my tenure as a volunteer with MMKN, I actively engaged in assisting students in their academic pursuits by providing comprehensive preparation for their official exams. Specifically, I utilized online learning platforms to effectively teach and enhance students' understanding of the subject of math.

American University Of Beirut, Volunteer

Sep 22- Sep 22

- Volunterred for the ABLE SUMMIT 2023 and helped organized the event and checking the presence of the attendees.

## SKILLS & PERSONAL

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**Certificates:** The Complete Financial Analyst course 2023(Udemy Academy ), Excel From Beginner To Advanced Course(Udemy Academy).

**Languages:** Arabic (native), English (fluent), French (Fluent),Spanish(Intermediate)

**Skills:**Office Package (Word, Excel, PowerPoint),Financial Modeling Using Excel(Udemy Certificate),Interpersonal Skills, IT Service,Mac OS.

**Interests:** Fitness,Football,Reading,Movies,Outdoor Enthusiast (hiking).