MOHAMMAD SLEIMAN TELLAWI

DATA SCIENTIST

As a Lebanese University data science sophomore, my goal is to apply my academic knowledge in statistical analysis and machine learning to real-world challenges. I aim to develop practical skills in data modeling and analytics during this internship, contributing effectively to objectives and gaining valuable industry experience.

CONTACT INFO

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EXPERIENCE

ADMINSTRATIVE ASSISTANT, General Directorate of State Security

Aug 2014 - Current

Key responsibilities:

- Office Management: Oversaw daily operations, ensuring efficient scheduling and supply management.
- Administrative support: Delivered comprehensive support, managing phone and email correspondence effectively.
- Data Management: Maintained accurate records and databases, optimizing data organization and accessibility.
- Calendar and Travel Coordination: Managed executive schedules and coordinated complex travel logistics.
- Document Preparation: Proficient in drafting and editing business reports and spreadsheets, enhancing document accuracy and presentation.

BRANCH SUPERVISOR, Froyo Heaven

Jul 2023 – Nov 2023

Key responsibilities:

- Team Leadership: Directed daily operations of the branch, leading a team to achieve top-tier customer service standards.
- Sales Management: Drove sales growth through effective marketing promotions and excellent customer engagement.
- Inventory Control: Managed inventory levels to ensure optimal stock of food and beverage supplies while minimizing waste
- Quality Assurance: Ensured compliance with health and safety regulations, maintaining high standards of cleanliness and quality control.

EDUCATION

3RD YEAR DATA SCINECE   Lebanese university
                                                           Nov 2022 – May 2025

MASTER 1 IN LAW   Islamic University of Lebanon
                                                           Nov 2020 – May 2021

PISCINE PARTICIPATOR   42 Beirut
                                              Mar 11th, 2024 – Apr 6th, 2021

42 CORE CURSUS   42 Beirut
                                              Jun 10th, 2024 – Sep, 2025

ACADEMIC ACHIEVEMENTS AND SKILL DEVELOPMENT

In my data science studies at Lebanese University, I've built a strong foundation in programming, data analysis, and database management. I started with "Introduction to Programming" in C++, advancing to more complex languages and tools such as C, bash, Java, and Python, including the NumPy library. My statistical knowledge, from basic probability to advanced topics like ANOVA, supports my data interpretation skills. Courses like "Data Structures and Algorithms" and "Database Management Systems" have honed my ability to design efficient data models and manage large datasets. Additional studies in "Web Design," "Project Management," and "Consumer Behavior in Data Science" have broadened my understanding of the technological and behavioral aspects influencing data science applications.

SKILLS

- Technical Proficiency - Familiarity with software tools and programming languages such as Python, R, SQL, C, C++ and java, proficient with both Windows and Linux environments, facilitating smooth operations across diverse technological platforms.
- Project management - Experience in managing tasks or projects to successful completion, demonstrating planning and organizational skills.
- Problem Solving - Strong analytical skills used to identify issues and logically devise solutions.
- Statistical Knowledge - Understanding of statistical methods and their application in real-world data analysis.
- Attention to Detail - Ability to meticulously handle data and spot errors, ensuring accuracy in data reporting and analysis.
- Communication - Proficient in documenting findings and communicating complex information clearly to non-technical stakeholders.
- Adaptability - Capability to learn new technologies and methodologies quickly, adapting previous experience to new challenges.
- Collaboration - Experience working in teams, showing your ability to collaborate effectively on projects and within group settings.

REFERENCES: available upon request.