

Mohammad El Hajj Sleiman

Lebanese

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D.O.B 18/10/2004 Beirut, Lebanon

EDUCATION

From 09/23 - Current	Beirut Arab University (BAU) Bachelor of Business Administration Emphasis: Management Program	Beirut, Lebanon
From 09/19 to 06/22	Ras Beirut High School Life Science	Beirut, Lebanon

EXPERIENCE

From 07/22 to 08/24	Moon Key Tech, Marketing Agency Position held: Sales and Marketing Intern <ul style="list-style-type: none">Promoting and selling digital marketing services and web/app development solutions to potential clients.Assisting in lead generation, client outreach, and following-up on communication strategies.Participating in client meetings and presentations, effectively supporting the sales team in understanding client needs and proposing tailored solutions.Attending regular internal sales meetings and training sessions to enhance knowledge in sales techniques, digital marketing trends, and technical product offerings.Collaborating with cross-functional teams to understand the full scope of services offered and ensuring accurate communication with clients.Analyze market trends and competitor's activities to identify new business opportunitiesDevelop and execute strategic sales plans to achieve revenue targets and expand client base	Dubai, UAE
From 07/23 to 08/23	Tyrous Roads Construction Position held: Project Management Intern <ul style="list-style-type: none">Assisting project manager with allocating tasks to team members for the construction of various road networks, bridgesScheduling and performing regular maintenance for Caterpillar + Komatsu machineryAssisting in the procurement of construction materials, ensuring timely delivery and quality compliance	Abou Dhabi, UAE

EXTRA CURRICULAR ACTIVITIES

Volunteering Activities through Lebanese Spotlight

- Collection of donations for the Lebanese Red Cross through Lebanese Spotlight
- Organized fun educational events in Kids cancer center
- Member of chess club

TECHNICAL SKILLS: MS OFFICE.

SOFT SKILLS: Leadership, Communication, Team management, Project management, and fast learner.

LANGUAGES:

- **Arabic:** Native language
- **English:** Fluent in speaking, highly proficient in writing and reading skills