

## Neamat Hashem

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### Professional Summary

Business Management Information Systems student graduated from The Lebanese University Faculty of Business Administration with background in Programming Knowledge, data analytics, financial modeling, and Data Base Management. Skilled in identifying business needs, developing solutions, and optimizing operations. Seeking to leverage technical and business skills in a dynamic role.

### EDUCATION

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#### Sociology And Economics – Al Sabbah high School

2019-2021

#### Bachelor of Business, Management Information Systems

September 2021- June 2024

Lebanese University

Essential coursework as a Business Student: Principal of Management, Public Administration , E- Business Marketing Management, Sales Management, Operation Management, Accounting coursework, Financial Analysis / Financial Mathematics and Business language Courses.

Relevant Coursework: Data Analysis, Data Structure and Algorithm, System Analysis & Design (SAD), Development Platform and Certificated Ai booster career writing.

#### Digital Marketing Course – Udemey

Completed 2025

Gained an extensive understanding of digital marketing strategies and tools, including:

Search Engines Optimizations (SEO), Email Marketing, Social Media marketing (Facebook, Instagram, twitter, Pinterest & Quora), Google Ads and PPC, Content Marketing, Analytics& Reporting.

#### Key Skills:

SEO, Google Ads, Facebook Ads, Social Media Management, Email Marketing, Keyword Research, Marketing Strategy, Content Creation, Digital Campaign Planning, Google Analytics.

### EXPERIENCE

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#### Sales Coordinator (Training/ internship)

ANTAKI HOLDING GPPK COMPANY

January 2025 – Bauchrieh, Mirna Chalohi highway

- Ensuring accurate invoicing for sales orders.
- Verifying that pricing, discounts, and tasks align with company policies.
- Tracking payments from customers and updating accounts receivable records.
- Preparing financial reports related to sales performance and revenue.
- Ensuring smooth communication between sales and accounting team regarding payments, credits, and refunds.

#### Administrator and Private Tutor

MERA EDUCATIONAL CENTER

October 2023 - July 2024

- Co-managed daily operations, ensuring a productive and organized learning environment.

- Coordinated scheduling, and resource allocation to meet educational goals and student needs.
- In Charge of keeping records of students' grades and school teachers to discuss their progress and areas for improving.
- As a Private tutor, I provide comprehensive teaching support to students ranging from first to ninth grade and help improve their academic performance specifically in the English language. My tasks include assessing students' performance through assignments and exams.

### **Agenda Teacher**

Al-Amal Educational Center

October 2022 – June 2023

During my time at Al-Amal Educational Center, I served as an educator for students requiring additional academic assistance across various subjects. I mainly instructed students spanning from first to sixth grade.

### **Sales Representative**

Discounts Mall

June 2021 – September 2021

- Assisting clients in finding the right products based on their needs, with a wide range of products, including cosmetics, household supplies, and toys,
- Maintained extensive knowledge to provide informed recommendations and provide a positive shopping experience.
- Sorting, organizing and recording the received goods.

### **TECHNICAL SKILLS**

**Soft Skills:** Problem-Solving Skills, Team work, interpersonal skills, organizational skills, Analytical skills, Time Management, Critical Thinking, Negotiation and Communication Skills.

**Software development:** Java, JavaScript, ReactJS, Object oriented programming (OOP), Hypertext mark language (HTML), cascade style sheet (CSS), C language, smart contract(junior) in Blockchain, MySQL , PHP.

**Software :** VS Code, IntelliJ, Sublime, Eclipse Compiler, NetBeans Compiler, Canva, Command Prompt, MS Word, MS Excel, MS Access.