

Suhaila Mohammad Al Shami

Phone Number:81419621

Location:saida, lebanon

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EDUCATION

**Bachelor's degree, Business
Administration In Marketing** at
Lebanese international university
University
With honor degree

SKILLS

- Technical Skills:
- Microsoft Office (Excel, Word, PowerPoint)
- VMSRV-HMS2021, Accounting Software
- Soft Skills
- Organizational & Time Management
- Conflict Resolution & Interpersonal Communication
- Leadership & Team Collaboration

Results-oriented Business Administration graduate with honors, specializing in Marketing. Offers over two years of hands-on experience in administrative support, patient services, and community engagement. Strong in organization, communication, and problem-solving, with certifications in accounting, entrepreneurship, and collaborative teamwork.

EXPERIENCE

Volunteer Lecturer - Youth Project

Human Development Center

Conducted lectures and workshops on life skills, career development, and personal growth for youth participants.

Developed training materials praised for their clarity, relevance, and practical value.

Marketing Field Representative (Short-Term Contract)

Mars Company UNRWA (KFW) | 3 Months

Supported field-based marketing campaigns, increasing brand visibility in target areas.

Assisted with data collection and outreach activities to enhance campaign performance.

Administrative Assistant

Human Call Association - Saida, Lebanon | 2021-2023

Managed multi-line phone systems, routing calls and resolving inquiries efficiently.

Maintained and updated hospital patient records with full data accuracy and compliance.

Performed general accounting tasks, including billing, invoicing, and tracking expenses.

Mediated internal and external conflicts, ensuring smooth communication and service flow.

Handled sensitive documentation with confidentiality and organizational precision.

EDUCATION

Bachelor of Business Administration - Marketing

Lebanese International University - Saida, Lebanon |
2018-2021

Graduated with Honors

Key coursework: Market Research, Consumer Behavior,
Sales Management, Business Law

CERTIFICATIONS & TRAINING

Accounting Training – Anera (2023)

Entrepreneurship Certification – IECD

Team Collaboration – American University of Beirut (AUB)

Emergency Response Training

Database Systems: VMSRV-HMS2021 & Accounting
Software

Language

Arabic and English