

Adam HAMMOUD

Lebanese | 10/10/2002

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Professional experience

Operations Coordinator – IQUAD Learning Solutions, Furn El Chebbak

since March 2025

- Use Microsoft Office 365 and CrossKnowledge platforms
- Create and register learner accounts
- Create content: entities, homepages, learning channels, and Blended^x courses
- Customize content and maintain platform branding
- Draft & Send announcements and reminder emails to learners
- Prepare and share progress reports
- Provide technical support to learners and troubleshoot platform issues
- Support mobile app implementation and updates
- Test all content to ensure quality and proper functionality

Logistics & Data entry Intern – Swapp Car Rental, Dubai (remotely)

Aug 2024 – Feb 2025

- Data entry
- Delay and finance reports
- Rental Agreement preparation
- Tracking delays
- Updating Booking statuses

Sales Representative – We Leaders (remotely)

June – Aug 2024

- Made outbound calls to businesses and offered company services
- Collected and managed client contact information
- Handled data entry and updated client records
- Supported sales efforts and followed up with leads

Event host – IFBB Lebanon

Jan – Dec 2021

- Hosted and presented awards
- Entered administrative data of participants
- Led and organized other events

Swimming Coach (Freelance)

since 2014

- Teach swimming to beginners of all ages
- Adjust and correct swimming techniques for better performance
- Coach and train individuals and groups

Crew Member – Burger King, Achrafieh

June – Dec 2019

- Preparing food, frying, grilling, and sandwich-making
- Handling cashier duties and taking customer orders
- Wrapping, packing, and dispatching food orders efficiently

Educational background

Bachelor of Science (B.S.) in Business Management

Sep 2022 – Dec 2024

Lebanese American University, Beirut

High School Diploma in Economics and Sociology (ES)

Official School of Riad El Soloh, Ras El Nabeh

June 2020

Volunteering Experience

Lebanese Spotlight

since June 2024

- Community Service
- Public speaking
- Research and Analysis
- Social Work
- Teamwork
- Workshops

Soliya Connect Program

since Sep 2023

- Cross-cultural communication
- Active listening
- Conflict resolution
- Critical thinking
- Virtual collaboration

Skills and Qualifications

Languages:

Arabic: Native language

French: Good

English: Very good

Other Skills:

Canva Graphic Design Tool

CrossKnowledge Learning Platform

Google Workspace (Gmail, Drive, Docs, Sheets, Slides)

Microsoft Office 365 Suite (Word, Excel, PowerPoint, Outlook)

Internet & AI Expertise

Slack Collaboration Platform

Social Media Management

Zoho Applications

Qualifications:

Communication

Customer Support

Data entry

Leadership

Management

Marketing

Multitasking

Operations

Project Management

Sales

Hobbies and interests

Sports (gym, swimming)

Entertainment (music, movies, DJ)

Cinematography (audio mixing, video & image editing, script writing)

Adventure (hiking, climbing, exploring, meditation)

Others: billiards, board games & cards, cooking, riding motorcycles