

MOHAMMAD KHORAIZAT

Business Support Associate

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Professional Summary

Versatile business professional with exposure to finance, administration, and leadership through internships, university projects, and community involvement. Adaptable and collaborative, eager to contribute to a graduate program or entry-level role while building long-term career growth.

Education

Bachelor of Science in Finance & Banking

Lebanese American University (LAU) | Sep 2022 – Jul 2025

Work Experience

Intern – Central Bank of Lebanon (BDL), Beirut | Jul 2025 – Aug 2025

- Rotated across departments, gaining exposure to financial markets, compliance, and risk.
- Supported reporting and analysis tasks in collaboration with teams.

Student Assistant – Financial Aid & Scholarships Office, LAU | Jan 2023 – Aug 2025

- Assisted students and families with financial aid information and documentation.
- Organized records and ensured smooth workflows during deadlines.

Team Leader – Innovative Timesheet Project, LAU | Dec 2024 – Jul 2025

- Led a team to create and pitch a workflow solution to the LAU Innovation Center.
- Managed financial planning, coordination, and presentation delivery.

Personal Trainer – Repzone Gym & Freelance | Jan 2020 – Present

- Designed personalized training programs for clients, focusing on discipline and client service.

Leadership & Volunteering

President – LAU Fitness Club | 2023 – 2025

- Led a team of 20 to organize wellness events, increasing participation by 25%.
- Secured sponsorships and managed event budgets.

Volunteer – We Deserve Better Foundation | 2023

- Completed 30+ hours of community outreach and event coordination.

Skills

- Finance & Accounting Knowledge
- Teamwork & Leadership
- Analytical & Problem-Solving
- Excel & Data Analysis
- Languages: English, Arabic, German

Certificates

- Goethe Certificate (German A1–B1)
- Certified Personal Trainer (Step Ahead, 2023)
- Leadership, Negotiation & Business Planning (15 hrs coursework)