

Nariman Mohammad

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EDUCATION

American University of Beirut (AUB), Beirut, Lebanon

Aug 2024 – Present

- Master's in Human Resources Management

Lebanese American University (LAU), Beirut, Lebanon

Aug 2021 – June 2024

- Bachelor of Science in Business – Emphasis in Administration and Management

MGPA: 3.87; CGPA: 3.82

PROFESSIONAL EXPERIENCE

UNRWA, Lebanon Field Office, Beirut

May 2025 – Nov 2025

Field Ethics Officer Assistant

- Collaborated with the HR team in delivering 18 training workshops to promote an ethical culture within the organization
- Demonstrated leadership by facilitating team building activities, boosting employee satisfaction by 65%
- Coordinated logistics and maintained records for training sessions for 500+ UNRWA staff across Lebanon

Chain of Education, Intervention Program, Lebanon

June 2024 – Sept 2024

Coordinator and Evaluation Officer

- Managed and coordinated the work of a team of tutors ensuring efficient program operations
- Conducted market research for the launch of online tutoring program focused on university students
- Communicated and collaborated with stakeholders and deans of students from 10+ universities worldwide
- Formulated and implemented strategies resulting in a 15% improvement in student engagement and academic outcomes
- Demonstrated strong organizational skills by effectively handling logistics for program-related activities

LEADERSHIP ACTIVITIES

Gray Mackenzie Retail Lebanon, Project – Beirut, Lebanon

Aug 2025 – Dec 2025

- Designed a strategic assessment centre tailored for senior candidates and assisted in informed promotion decision-making
- Developed a comprehensive training program focused on effective integration of AI tools within HR operations

Innovation Center Project – LAU, Lebanon

Feb 2024 – May 2024

- Participated in the entrepreneurship and innovation competition and won the first prize addressing the issue of food waste

Member - Connect Global for Soliya

Oct 2023 – Dec 2023

- Connected with 10+ youth from the US and the MENA region to discuss controversial topics (war, gender, and others)

VOLUNTEERING

Career Fair Event, AUB Campus

May 2025

- Assisted in the planning and execution, coordinated logistics, facilitated connections, and guided students

Community Service Project – Dar Al Aytam, Lebanon

March 2024 – June 2024

- Provided awareness sessions and workshops for students at Dar Al Aytam about first aid and disaster management

Career Fair Event, LAU – Beirut, Lebanon

Feb 2023

- Assisted with companies guidance, facilitated communication, and connected students with market leaders

WORKSHOPS

Life Skills course: Developing Critical & Analytical Thinking – Save the Children

April 2025 – Sept 2025

Business Professional Written and Verbal Communication Workshop – AUB

Feb 2025

Smart Sheild Cybersecurity Workshop – LAU

March 2024

SKILLS AND LANGUAGES

- **Technical skills:** Proficiency in Microsoft Office, Excel, Word, PowerPoint

- **Soft Skills:** Communication, problem-solving, time management, leadership, teamwork, and critical thinking skills

- **Languages:** Arabic: Native; English: Fluent; French: Beginner