

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