

ABDULRAHMAN MALABAWI

BUSINESS MANAGEMENT

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Detail-oriented and highly organized professional with experience in business management, marketing, and customer service. Skilled in office administration, scheduling, data management, document preparation, and program coordination. Adept at supporting executives and teams, handling confidential information, and ensuring smooth operational workflow. Strong foundation in strategic planning, communication, and digital tools to enhance office efficiency and professional effectiveness.

EXPERIENCES

Field Researcher / Survey Conductor 360 Consulting (Tripoli, Lebanon) **May 2025 - July 2025**

- Conducted face-to-face street surveys and interviews to gather data and insights.
- Documented and organized responses systematically for analysis.
- Engaged effectively with participants to ensure accurate and reliable information collection

Interview Transcriber & Translator (English – Arabic) VNG International (online) **Feb 2025 - Mar 2025**

- Transcribed video interviews into accurate written text.
- Translated transcripts from English to Arabic with attention to meaning and cultural nuances.
- Edited and formatted texts to ensure clarity, accuracy, and professional presentation

Trainer LAsER (The Lebanese Association For Scientific Research) Tripoli, Lebanon **Aug 2024**

- Developed interactive sessions and creative sessions for students.
- Covered many topics including microsoft office, life skills, leadership, and time management.
- Implemented preventive strategies to keep the students attention.

Coordinator assistant LAsER (internship) (Tripoli, Lebanon) **May 2023 - Nov 2023**

- Responsible of data entry and communication.
- Ensure smooth financial operations for the program.
- Evaluate students progress and adjust times accordingly.

Mentor in Spotlight Program LAsER (internship) Tripoli, Lebanon **Jan 2023 - Mar 2023**

- Guiding and supporting a group of students in their academic development.
- Creating and facilitating workshops and training sessions, maintaining detailed records of mentorship activities.

Jan 2024 - Apr 2024

HEaRT Internship Southern New Hampshire University (online) **Jun 2022 - Aug 2022**

- Gained hands-on healthcare insurance experience in coordinating and planning.

Logistics and Communication Officer Al Shaar Electronics (full-time) **May 2020 - Nov 2021**

- Responsible of customers inquirers, responsible of receiving payments and supplies, and mentoring stock flow and operations.

EDUCATION

Bachelor's in Business Management, Operations, and Logistics **2024**

Southern New Hampshire University SNHU

- Associate of Science AS, in General Studies.
- Gained the experience in real case scenarios.

SKILLS

Office Management	Data Entry	Project Coordination	Problem Solving
Scheduling Management	Data Analysis	Time Management	Adaptability
Document Preparation	Executive Support	Microsoft Office	Teamwork & Collaboration

LANGUAGES

- **Arabic:** Native
- **English:** Proficient