

Chahd Ahmad

Address: Beirut, Lebanon
Telephone Number: +96181995107
Email: ahmadchahd4@gmail.com

Driven senior HR student with expertise in recruitment, employee relations, and organizational behavior. Skilled in leveraging communication, teamwork, and problem-solving to foster positive workplace culture and improve employee engagement. Passionate about applying HR strategies in real-world settings and eager to contribute innovative, people-focused solutions that drive organizational success.

Education

2026 | AL MAAREF UNIVERSITY (MU)

Bachelors of Science in Business – Human Resources Management

2022 | Haret Hreik High School – Beirut

Official Lebanese Baccalaureate in Social Economics

Relevant Coursework: *Organizational Behavior, Performance Management, Recruitment & Selection.*

Experience

2025 | HR & Marketing Intern, BCA International – Beirut

- Managed candidate data in Excel, maintaining accurate HR records and improving process efficiency.
- Created ATS-friendly CVs using online platform, optimizing candidate profiles for recruitment purposes.
- Prepared and pre-scheduled program content, coordinating timing for effective publication
- Planned and scheduled social media posts, ensuring alignment with marketing campaigns and program timelines.
- Developed content ideas and coordinated post designs to boost engagement and brand visibility.

Certifications & Workshops

2025 | AI in Human Resources – MU – Global Golden Group

Developed practical understanding of AI-driven HR practices, enhancing recruitment processes and strategic decision-making.

2025 | Job Analysis & Job Description Certificate – MU – Smart Skills Group

Enhanced ability to conduct job analysis and prepare accurate job descriptions for HR processes.

2025 | Competency Based Interviewing – MU – Smart Skills Group

Developed skills in structured interview techniques to effectively assess candidate competencies.

Extracurricular Activities

2026 | Facilitator Assistant – Entrepreneurship Event – Mu

- Assisted the lead coach in delivering design thinking workshops to 100+ students from multiple schools.
- Supported participants in refining their business ideas and structuring innovative concepts.
- Guided teams in preparing and delivering effective 3-minute pitches to a jury panel.
- Contributed to mentoring aspiring young entrepreneurs throughout the event.

2024-2025 | Member, Business Club – Mu

- Served as Head of social media, managing online presence to promote events and increase engagement.
- Collaborated with peers to deliver impactful business-related events and workshops for 200+ students.
- Served as Vice President, facilitating communication between university administration and club members.
- Strengthened leadership, teamwork, communication, and event management skills.

2022-2024 | Member, Haret Hreik Municipality

- Facilitated group activities and managed daily schedules for children, ensuring engagement and inclusion.
- Applied strong communication and conflict-resolution skills to create a positive and supportive environment.
- Collaborated with a diverse team of volunteers, strengthening teamwork and leadership abilities relevant to HR practice.

Skills

Languages: Arabic (Native), English, French

Technical Skills: Microsoft Office (Word, Excel, PowerPoint), Canva.

Soft Skills: Teamwork, Adaptability, Time Management, Networking, Problem-Solving, Decision-Making, Communication.