

Nariman Mohammad

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EDUCATION

American University of Beirut (AUB), Beirut, Lebanon	Aug 2024 – Jan 2026
• Master's in Human Resources Management	CGPA: 3.84
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 – Aug 2025
Field Ethics Officer Assistant	
• Collaborated with the HR team in delivering 18 training workshops to promote an ethical culture within the organization	
• Coordinated logistics and maintained records for training sessions database for 500+ UNRWA staff across Lebanon	
• Demonstrated leadership by facilitating team building activities, boosting employee satisfaction and engagement	
Save the Children, NGO, Lebanon	June 2024 – Dec 2024
Coordinator and Evaluation Officer	
• Coordinated the work of a team of tutors and addressed conflicts to ensure efficient program operations	
• Delivered career counseling sessions for youth and provided support in seeking internship and job opportunities	
• Organized initiatives and recognition programs to promote staff well-being and engagement within the organization	
• Conducted training sessions and ensured regular performance evaluation to identify training needs for the team	
Social Worker	Oct 2023 – June 2024
• Maintained detailed records of employees and supported follow up on missing documents for current and new staff	
• Supported senior management to develop comprehensive plans tailored to the identified needs of each partner donor	
• Conducted training sessions about handling workplace conflicts while ensuring alignment with organizational policies	

PROJECTS

Ministry of Public Health, Lebanese Prisons – Beirut, Lebanon	Oct 2025 – Jan 2026
• Developed a platform for proper referral between prisons and health care facilities tailored to HIV infected prisoners	
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	

VOLUNTEERING

Career Fair Event, AUB Campus	May 2025
• Assisted in the planning and execution, coordinated logistics, facilitated connections, and guided students	
Community Service Humanitarian 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	

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