

MUHAMMAD ALGHALAYINI

Beirut, Lebanon | +961 76 885087 | Muhammad.alghalayini@gmail.com | [Muhammad.alghalayini](https://www.linkedin.com/in/muhammadalghalayini)

EDUCATION

Lebanese American University (LAU) – Beirut, Lebanon

Master of Business Administration – CGPA: 3.81/4

Jan 2024 – Dec 2025

Bachelor of Engineering in Industrial Engineering – CGPA: 3.12/4

Sep 2019 – Dec 2023

EXPERIENCE

Graduate Assistant – Lebanese American University – Beirut, Lebanon

Jan 2024 – Dec 2025

- Utilized advanced Excel functions (VLOOKUP, Pivot Tables, & IF Functions) to support academic research.
- Conducted a survey for Global MBA Ranking in the university & prepared 10 contracts for online MBA professors.
- Worked in assisting professors in their educational duties, correcting and proctoring exams.

Student Assistant – Lebanese American University – Byblos, Lebanon

Sep – Dec 2023

- Worked in preparing financial statements, exams, and official documents
- Helped in planning workshops and events for professors.

Business Consulting Intern – ADVI Consulting – Tunis, Tunisia

Jun – Aug 2022

- Collected, and analyzed data from 3 official surveys & developed 2 proposals to request funding for new projects.
- Conducted research on specialized topics.

Engineer Intern – Itani Company for Industry & Trade S.A.R.L, Chouaifet, Lebanon

Dec 2021 – Jan 2022

- Managed sales and inventory levels & planned delivery quantities based on production forecasts.
- Designed 6 new heat exchangers using AutoCAD software & determined quality metrics for all production processes.
- Monitored the production sequences and reported failures over 1 year.

PROJECTS & AWARDS

Apartment Rehabilitation Project – Personal Project – Beirut, Lebanon

Sep 2025 – Jan 2026

- Managed a full apartment rehabilitation project from initiation to completion.
- Oversaw planning, budgeting, and scheduling to ensure timely delivery within scope.

Business Intelligence Trainees – The Nawaya Network – Beirut, Lebanon

Jul – Nov 2024

- Completed hands-on training in data analysis and visualization using Power BI.
- Enhanced skills in data modelling, data transformation, and generating actionable business intelligence.

LAU Business Case Competition – LAU – Beirut, Lebanon

May – Jun 2023

- Awarded 2nd place in Leo Burnett's business case competition for improving tourism in Lebanon.
- Ranked 3rd in EY Parthenon case for suggesting a new European country to enter a new market.

Final Year Project – LAU – Byblos, Lebanon

Feb – May 2023

- Analyzed the current state of the school building & developed AUTOCAD drawings of the floors.
- Optimized the location of the departments according to local and international standards.

EXTRA-CURRICULAR ACTIVITIES

Institute of Industrial & Systems Engineers (IISE), member

Aug 2019 – Dec 2023

LAU Hult Prize Program, Logistics, and Event Management

Sep 2022 – Jun 2023

I in Ethics Club, member

Sep 2019 – Sep 2022

WORKSHOPS & CERTIFICATIONS

Fundamentals of Project Management, Berkeley Haas & Philanthropy University

Jul 2024

Budgeting and Scheduling Projects, Coursera

Dec 2022

Organizational Development Bootcamp, Reach Academy

Jan 2021

SKILLS

Computer Skills: MS Office, Data Analytics, R language, MATLAB, AutoCAD, Lingo, Arena, Minitab, SPSS, Power BI.

Languages: Arabic (Native), English (Fluent).