

# Mohamad Lebdi

Beirut, Lebanon

+961 76 733 626 • m.lebdi16@hotmail.com

I'm a 25-year-old Lebanese/Brazilian Business graduate with a Master in Entrepreneurship, currently looking for an exciting and challenging job opportunity to start my professional career.

## Work Experience

- Intern** **Beirut, Lebanon**  
TRUSTART s.a.r.l *December 2020*  
Analyzing bids and creating proposals based on the requirements of partner companies and NGOs, contacting clients and suppliers, conducting meetings with the IT team to check on the development of the projects and helping with the tasks given by the manager
- Co-founder** **Beirut, Lebanon**  
Panda Bookstore *October 2020–Present*  
Selling new and used books through our Instagram page "panda\_bookstore" by communicating with the customers to confirm their orders and give them book recommendations, coordinating with the delivery company to dispatch orders daily and participating in exhibitions and garage sales
- Founder** **Beirut, Lebanon**  
Football Factory *August 2019–Present*  
Selling vintage Football and Basketball jerseys through my Instagram page "footballfactorylb" by communicating with the customers to confirm their orders, coordinating with the delivery company on a daily basis to dispatch orders and participating in exhibitions and garage sales
- Intern in the Credit department** **Beirut, Lebanon**  
BSL Bank *November 2018–December 2018*  
Documenting and filling customers' documents according to the new regulations set by the Central Bank of Lebanon
- Intern in the CRM department** **Beirut, Lebanon**  
A&S Chronora *January 2018*  
Conducting data cleansing and updating client information on CRM database
- Intern in the Database department** **Beirut, Lebanon**  
Lia Insurance *October 2017*  
Conducting client-related data cleansing and monitoring the company's reach of its Facebook page
- Intern in the Customer Experience department** **Beirut, Lebanon**  
Orascom Telecom Lebanon S.A.L *July 2017–August 2017*  
Conducting market visits and mystery shopping at the Alfa stores, franchises, and distributors to regulate and implement the necessary rules and procedures, and reporting the observations and results to the department supervisor
- Rotating intern in the Commercial, Finance and Operations departments** **Beirut, Lebanon**  
Middle East Airlines *July 2016–August 2016*  
Learning about the procedures and responsibilities of each department

## Education

- Master in Entrepreneurship** **Beirut, Lebanon**  
Université Saint Joseph *2017–2019*
- Bachelor in Business Management** **Beirut, Lebanon**  
Université Saint Joseph *2014–2017*

## Skills

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- **Computer Skills:** Microsoft Word, PowerPoint, Excel
- **Language Skills:** Fluent in Arabic, English and French
- **Soft Skills:** Team player, multitasker, self-motivated, quick learner, numerate and detail oriented

## Clubs and Organisations

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- Donner Sang Compter (DSC) from September 2016 till September 2018: Volunteer, assisting in blood drives
- Beirut Marathon Association – November 2016: Volunteer in the VIP area, assisting in the setup of the area, in controlling the access to it and in providing information to the guests.