


Muhammad Saleh Al Arafat

Beirut, Beirut Governorate, Lebanon | 10/04/2003
+961 76 716 965 | arafatmohammad31@gmail.com
 linkedin.com/in/muhammadalarafat

Objective

Motivated and detail-oriented BMIS Graduate with hands-on experience in Business Development, Fundraising, Accounting, and Research. Seeking to leverage my diverse internship experiences & strong interpersonal skills to contribute meaningfully to a forward-thinking organization in the fields of Research and Business Development

Experience

- Takumi Platform** Feb 2025 - Present
Business Development Intern (Remote)
 1. Conduct **market research & competitor analysis** to identify growth opportunities for business expansion.
 2. **Develop strategic partnerships** with schools, organizations, stakeholders, including proposals & agreements.
 3. Collaborate with sales & marketing teams to **identify B2B & B2C** opportunities & enhance client engagement.
 4. Assist in **managing client relationships**, ensuring follow-ups, and maintaining strong partnerships.
 5. **Support BD efforts** by attending networking events, conferences, and exploring new revenue streams.
- Circle of Wellbeing** Feb 2025 - Present
Fundraising and Partnership Intern (Remote)
 1. **Conduct research** on potential donors, partners (NGOs, businesses, institutions), and funding opportunities.
 2. **Assist in drafting proposals**, grant applications, donor thank-you letters, and impact reports.
 3. **Support donor communication**, relationship management, and fundraising event organization.
 4. **Maintain accurate records** of fundraising activities, partnerships, and progress reports for stakeholders.
 5. **Help organize awareness** campaigns and ensure effective reporting for internal and external use.
- Forward MENA** Mar 2025 - Apr 2025
Focal Point Trainer (Remote)
 1. **Promote the Nammiskills Platform** to 100 youths, show its value for skill development and career growth.
 2. **Organize and conduct** engaging informational sessions to showcase the platform's features & benefits.
 3. Provide **technical assistance** and user support to ensure a smooth & positive experience for users.
 4. **Initiate and organize** activities that expand the platform's reach, encouraging partnerships and collaborations.
 5. **Foster a supportive community** by actively engaging with users, addressing concerns, and engagement.
- Tahseen Khayat Group** Dec 2024 - Feb 2025
Accounts Receivable Accountant Intern (Onsite)
 1. **Processed sales transactions, including: invoices, returns,** and necessary account adjustments.
 2. Recorded and reconciled **cash receipts to maintain accurate financial** documentation.
 3. **Managed credit transactions** and maintained updated client account records.
 4. **Prepared account statements** and supported daily tasks to enhance accounting workflow.
 5. **Organized expense details**, ensured policy compliance, and handled postings and cash deposits.
- Markit** Oct 2024 - Jan 2025
Central Business Development Intern (Hybrid)
 1. Assisted in **developing** and implementing company-wide business **growth strategies**.
 2. Conducted **market research** & analyzed trends & competitive landscape to identify business opportunities.
 3. Collaborated with **cross-functional teams** to optimize client acquisition and retention processes.
 4. Work Closely with **BD Team to support and preparing** reports for ongoing projects and initiatives.
 5. Maintain **accurate records** and reports of research, leads, and client interactions.

Education

- Lebanese International University, Beirut Campus** Oct 2021 - June 2024
Bachelor of Business Administration in Management Information Systems
GPA : 3.62 Distinction, President's & Dean's Honor List for Fall & Spring Semester 2023-2024

Projects

- Gender Equality Research Project, Debbane Agri, Associated with UN Global Compact Network Lebanon.**

1. **Research Author** on gender equality and part of a dedicated team with SDG Brain Lab V3.0 Program.
2. Conducted in-depth **Research & Drafting** on workplace gender dynamics, evaluating GI initiatives and efforts.
3. Actively contributed to research, drafting, and field visits, ensuring comprehensive data collection & analysis.
4. Developed and administered **surveys to collect qualitative and quantitative data** for graphics statistics.
5. Presented key **findings, analysis & recommendations** to stakeholders, proposing strategies and **conclusion**.

Skills

- Collaborative problem-solving and decision-making with Time Management.
- Emotional Intelligence, Communication, Negotiation and Persuasion Skills.
- ERP & CRM Softwares - Microsoft Dynamics GP & Super Admin (Beginner)
- Microsoft Office Tools: Word, PowerPoint, Excel, Docs and Form (Intermediate)
- Knowledge in Data Visualization, Databases and Programming: Tableau, MySQL & Python.
- Languages : Arabic (Native, Advanced), English (Intermediate)