

Muhammad Saleh Al Arafat

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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

- Circle of Wellbeing - NGO** Feb 2025 - Present
Fundraising and Partnership Assistant (Remote)
 1. **Conduct research** on potential donors, partners, and funding opportunities to strength impact.
 2. **Plan and coordinate** ambassador-led campaigns, outreach events, and fundraising initiatives.
 3. **Recruit, interview, and select** ambassadors, ensuring diversity, inclusivity, and equal opportunities.
 4. **Plan & deliver** ambassador training, provide mentoring & resources, and maintain regular communication.
 5. **Evaluate programs outcomes**, achievements, and propose improvements to strengthen overall sustainability.
- TLNT+** Feb 2025 - May 2025
Business Development Intern (Remote)
 1. **Conduct market research** and competitor analysis to identify growth opportunities for business expansion.
 2. **Develop strategic partnerships** with Universities, organizations, and stakeholders through agreements.
 3. Collaborate with TLNT+ teams to identify **B2B and B2C** opportunities to enhance client engagement.
 4. **Manage and attend** networking events, and support BD efforts to explore new revenue streams.
- Forward MENA - NGO** Mar 2025 - Apr 2025
Focal Point Trainer (Remote)
 1. **Promote** the Nammiskills Platform to 100 youths, highlighting its value for skill and career growth.
 2. **Conduct** one to one sessions to showcase the platform's features and expand its reach.
 3. **Provide technical assistance** and user support to ensure a smooth and positive user experience.
 4. **Foster partnerships** by engaging with users, addressing concerns, and encouraging collaboration.
- 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. Work Closely with **BD Team to support and preparing** reports for ongoing projects and initiatives.
 4. 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

- **A case-study about the efforts of Debbane Agri towards advancing Gender Equality internally, UNGCNLebanon**
 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**.

URL: <https://ungcnlebanon.org/wp-content/uploads/2025/04/Debbane-Agri-Case-study.pdf>

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)