

Mahdi Ali Najdi

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OBJECTIVE/Profile

Seeking a full-time job. I have strong work ethics, positive attitude, good communications skills, time management skills, acting like a team player, self-confidence, working well under pressure and adaptability skills

EDUCATION Most Recent Backwards

From Nov/20 to Present	Lebanese University Bachelor in Public Management Information Systems(MIS)	Beirut, Lebanon
From Aug/16 to May/20	American University of Beirut Bachelor in Public Administration	Beirut, Lebanon
From Oct/15 to Jun/16	Lycee Des Arts	Beirut, Lebanon

EXPERIENCE Most Recent Backwards

From Oct/20 to present Lebanon	Wakilni Position held: Junior Account Manager • Gather information on assigned clients. • Contact clients to understand their requirements. • Ensure prompt and accurate answers to clients' queries. • Build strong client relationships, through regular communication. • Report on the status of accounts.	Beirut.
From May/20 to present Lebanon	UNDP Youth Leadership Program(YLP6) Position Held: Member • Engaged in training delivered by Injaz • Learning more about SDGs and social impact • Enhancing skills including design thinking, business planning, and project managing	Beirut,
From Feb/20 to Aug/20 Lebanon	AIESEC Position held: Middle Manager • Lead the team, delegate tasks & track performance • Been the main communication channel between LCVP and members • Educated team about OGV • Allocated EP Leads to members • Tracked the movement of the customer in the CF funnel • Been the main responsible for offline sales on campus • Managed international relations with co-MMs from host entities • Delivered the Team Standards	Beirut,
From June/20 to July/20 Lebanon	Foundersbei Position Held: Intern • Worked as part of the team to meet quality and efficiency standards • Assisted in general office tasks • Made day-to-day operational decisions in line with Guest, Cast and Financial expectations	Beirut,

- Assisted in developing and broadening interest in Foundersbei
- Planned & organized: focused on urgent and important tasks; avoided procrastination; showed attention to detail; meeting deadlines
- Worked with other interns on projects

From Jan/20 to June/20
Lebanon

Toastmasters speakers and leaders

Beirut,

Position held: Member

- Public Speaking
- Express my thoughts clearly and succinctly, lasting one to two minutes.

From August/18 to May/18
Lebanon

The Young Motors Club AUB

Beirut,

Position held: Secretary

- Prepared the paperwork needed for the Trips
- Supervised the trips done by the club

PROJECTS ACCOMPLISHED/OR EXTRA CURRICULAR ACTIVITIES

- **Rethinking politics through social innovation.**

SKILLS

Languages: Fluent in English and Arabic, with basic knowledge in French (writing, reading and speaking)

Computer Skills: MS Word, Excel, PowerPoint, Access, Internet use, HTML, Visual Basic, etc...

Technical Skills: Surveying, Procurement, interviewing etc...

Soft Skills: Leadership, Communication, Organizational, Management, Public Speaking, etc...