

IMAN MOUBAYED

Tripoli-Lebanon/ Dubai-UAE
0096181825569/00971501056545
Imanmoubayed84@gmail.com

An ambitious and dedicated professional with a well-rounded work experience that combines school teaching, adult training, customer service, office management, social media content, and employee handbook creation.

A life-long learner with an ongoing interest in growth and professional development.

EXPERIENCE

FEB 2023 – MARCH 2023

SOCIAL MEDIA MARKETING (INTERNSHIP)

PETRIKOR SOLUTION – TRIPOLI, LEBANON

1. Build and execute social media strategy through competitive research.
2. Create social media posts' content based on marketing goals, and brand strategy.
3. Create editorial calendars and schedules.

2014 – 2017

2021 – 2022

ARABIC AS A FOREIGN LANGUAGE INSTRUCTOR,

THE ARABIC LANGUAGE CENTRE - DUBAI, UAE

1. Develop and design communicative Arabic teaching content suitable for student needs of all levels
2. Lecture and lead class discussions in Arabic language and culture for a diverse student body with varying levels of competence.
3. Set up lesson plans that achieve the learning outcomes of the pertinent courses
4. Design and conduct formative and summative assessments
5. Evaluate students' abilities to express themselves in oral and written Arabic through classroom conversations, activities, assignments, papers, and exams.
6. Teach private, group, and corporate classes
7. Teach Spoken and Classical Arabic with experience in multiple textbook series
8. Conduct peer observations

9. Teach online using multiple platforms.

MAY 2022 – JUNE 2022

SOCIAL MEDIA MARKETING ASSISTANT,

CLEEQE ADVERTISING AGENCY – TRIPOLI, LEBANON

1. Performing administrative tasks
2. Creating content for company's website and social media pages
3. Coordinating with the Digital Marketing Manager to schedule all marketing activities
4. Conducting market research

2010 – 2015

ARABIC AND MATH KG TEACHER,

AL-MAWAKEB SCHOOL – DUBAI, UAE

1. Enable students to understand and speak the Arabic language. Train students on writing the letters.
2. Prepare course work and plan classes
3. Prepare extracurricular activities relevant for student needs, abilities, and preferences
4. Plan, prepare, and present a class in an imaginative, positive, stimulating, and active manner that facilitates development and meets the diverse needs of students within the class.
5. Evaluate and assist students with their class work and assignments
6. Prepare the required teaching content, including classwork material, corresponding handouts, and assignments.

2006 – 2007

CUSTOMER SERVICE SUPERVISOR,

HARIRI ASSOCIATION FOR AID AND RELIEF – TRIPOLI, LEBANON

1. Handled the full customer service experience that included meeting with people (Aid receivers) on day-to-day basis, analyzing their needs, addressing their concerns, and referring them in the right direction
2. Kept records and managed databases
3. Offered support for new joiners and agents.
4. Coordinated and finalized payments with hospitals and medical centers.

2005 – 2006

OFFICE MANAGER, AL-NOOR ASSOCIATION - TRIPOLI, LEBANON

1. Received and screened a high volume of internal and external communications, including email and mail.
2. Planned travel arrangements for two executives
3. Drafted meeting agendas and coordinated regular meetings and team conferences.
4. Managed and coordinated events from start to end.
5. Supervised the maintenance of equipment and kept inventories.

EDUCATION

MARCH- 2022 – JUNE 2023

MBA (MASTER IN BUSINESS ADMINISTRATION),

-AUL (ARTS, SCIENCE AND TECHNOLOGY UNIVERSITY IN LEBANON)

JULY-2006

MASTER1 IN ACCOUNTING AND FINANCE,

-JUT (AL JINAN UNIVERSITY)-TRIPOLI, LEBANON

JULY-2005

BACHELOR DEGREE IN BUSINESS ADMINISTRATION,

-JUT-AL JINAN UNIVERSITY – TRIPOLI, LEBANON

PROFESSIONAL TRAINING

- ARABIC LANGUAGE CENTRE 2014
MALIHA WEHBE METHOD OF TEACHING ARABIC AS A FOREIGN LANGUAGE: BEGINNERS, INTERMEDIATE AND ADVANCED LEVELS
- BANK MED 2005
- AL-DUWALIAH FOR ACCOUNTING 2003

SKILLS

- Excellent communication skills and ability to understand customer's needs and concerns.
- Problem solving skills with the ability to assess situations and device effective alternatives.
- Organizational skills

- Ability to create good relationships with team members and create a productive and positive work environment.
- Time management skills with the ability to prioritize tasks and meet deadlines.

LANGUAGE SKILLS:

- Arabic (native tongue)
- English (operational written and spoken)
- French (intermediate)

PERSONAL INFORMATION:

- Date of Birth September 17, 1984
- Nationality: Lebanese