

1)

To: Layla.khoury@gmail.com

Cc: Omar.designs@gmail.com

Bcc:

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Subject: GETTING STARTED ON YOUR WEDDING INVITATION DESIGN

Dear Layla,

I hope this message finds you well! I'm excited to begin creating your wedding invitations and want to make sure we're aligned on every detail before moving forward.

Based on our earlier conversation, here's a summary of the design preferences and key information so far:

- Style & Theme: Clean and classy with a touch of boho charm. Soft pastels with blush pink and sage green accents.
- Format & Size: A flat 5x7 inch card, landscape orientation.
- Text Details (to be confirmed):
  - Names: Layla Khoury & Karim F.
  - Wedding Date: Saturday, October 12, 2025
  - Location: The Palms Garden – Byblos, Lebanon
  - Ceremony Time: 4:30 PM, followed by a sunset dinner
  - RSVP Contact: layla.khoury@gmail.com | 71 345 672

You mentioned wanting both Arabic and English versions. Once the English layout is finalized, I'll wait for your Arabic translation to incorporate.

Paper & Finish Preferences:

You'd like a lightly textured card with soft edges, and rose gold foil for your names. We could also explore blind embossing for a subtle floral background, if you're open to that.

Please take a moment to review and confirm the above details, or let me know if you'd like to make any adjustments before I begin the draft.

Looking forward to bringing your vision to life!

Warm regards,

Hadi Muselmani

muselmani Creative Studio

hmuselmani86@gmail.com

2) To: design.team@gmail.com

Cc: supervisor.hr@gmail.com

Bcc: project.coordination@gmail.com

Subject: Weekly Progress Summary & Upcoming Tasks

---

Dear Design Team,

I hope you're having a productive week. Here's a quick update on the tasks I completed this week, as well as my focus areas for next week:

This Week's Accomplishments:

- Finalized and shared mockups for the client branding package.
- Worked with our print supplier to confirm paper textures and printing finishes.
- Joined the weekly creative meeting and suggested ideas for the fall ad campaign.
- Updated the project board to reflect latest progress and revised deadlines.

Planned for Next Week:

- Refine client visuals based on feedback and begin production setup.
- Send print-ready invitation samples for internal review.
- Assist the marketing team with banner designs and social media visuals.
- Attend Tuesday's team coordination call.

Let me know if anything else is needed.

Best regards,

Hadi muselmani

[Hmuselmani86@gmail.com](mailto:Hmuselmani86@gmail.com)

Graphic design department

3) To: [jad.sami.hr@gmail.com](mailto:jad.sami.hr@gmail.com)

Cc: [joseph.sawaya.hr@gmail.com](mailto:joseph.sawaya.hr@gmail.com)

Bcc:

---

Subject: FOLLOW-UP ON NEW EMPLOYEE BENEFITS POLICY

Dear Mr. Sami,

Thank you for informing us about the updated employee benefits policy effective June 1, 2019. I'd like to kindly request a few clarifications to better understand the next steps:

- Could you please specify which documents we are expected to send to Mr. Sawaya?
- Are there any forms or templates we should use for the submission?
- Will a deadline be communicated for completing this process?
- Lastly, will there be an internal session or guide explaining the changes in more detail?

I appreciate your support and look forward to your guidance.

Warm regards,

Anna Hatem

Project Assistant

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Hadi muselmani

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Graphic design department

3) To: [jad.sami.hr@gmail.com](mailto:jad.sami.hr@gmail.com)

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Warm regards,

Anna Hatem

Project Assistant

## **How a Company Hires - CIC LTD (Nigeria)**

**Person Interviewed:** Mr. Hussein Muselmani (Owner of CIC LTD, Nigeria)

**Type of Business:** Importer and distributor of frozen fish in Nigeria

### **1. Describe what they are looking for in an entry-level employee.**

CIC LTD looks for **honest, hardworking, and physically fit individuals** for entry-level positions. They value people who are **willing to learn, and respectful towards customers and colleagues**. The company also needs someone who is good at handling stocks .

### **2. For what jobs do they hire recent graduates?**

Recent graduates are usually hired for positions like:

- **Sales assistants**
- **Warehouse clerks**
- **Junior administrative staff**

These positions allow new graduates to learn about the industry while developing their skills.

### **3. How many applications do they typically receive for these jobs?**

CIC LTD typically receives about **20 to 40 applications per year, depending on the role and location**. For warehouse and stock-related jobs .

### **4. How do they find new hires?**

They mostly find new hires through trusted employees recommend family or friends who are looking for work.

### **5. How much experience does an entry-level hire need?**

For entry-level roles it's helpful if applicants have worked in a **similar environment, such as warehousing, sales, or distribution**. The most important thing is having a good attitude and being willing to follow instructions.

## **6. How do they find new employees? Where do they post their jobs?**

Jobs are rarely posted online. CIC LTD typically finds workers through:

- **Local community connections**
- **Job seekers visiting the office directly**

Sometimes , they may post on **notice boards in the local market areas** or churches.

## **7. Do they use an application form? What is in it?**

Yes, CIC LTD uses a **simple application form** which asks for:

- **Full name, address, phone number**
- **Education history**
- **Previous work experience (if any)**
- **Emergency contact information**
- **CV and cover letter**
- **Availability (start date, willingness to work weekends)**

The form also asks applicants to provide **two references**, ideally from someone they have worked for or from a community leader.



5:45



Chapter 4 assignments work read...



5:58

LTE 15

April



SUNDAY, 2 APR

MONDAY, 3 APR

Meeting with my dentist

2:00 PM  
3:00 PM

TUESDAY, 4 APR

meeting with my bestfriend for lunch

4:00 PM  
6:00 PM

WEDNESDAY, 5 APR

Universaty

8:00 AM  
3:00 PM

THURSDAY, 6 APR

Visiting my uncle

8:00 PM  
9:00 PM

FRIDAY, 7 APR

Football match

6:30 PM  
8:00 PM

SATURDAY, 8 APR

Studying

11:00 AM  
6:00 PM

SUNDAY, 9 APR

Going out with my family

5:00 PM  
8:00 PM

Today

Calendars

Inbox



	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9am	Uni classes		Uni classes		
10am	Uni classes		Uni classes		Going to the beach
11am	Uni classes	Uni classes	Uni classes	Uni classes	
12pm	Uni classes	Uni classes	Uni classes	Uni classes	
1pm	Uni classes	Uni classes	Uni classes	Uni classes	
2pm	Uni classes		Uni classes	Uni classes	
3pm	Assignments	Lunch	Lunch	Lunch	
4pm	lunch		Assignments		
5pm		Gym			
6pm					Gym
7pm	Football		Gym		
8pm				Football	
9pm					Dinner
10pm	Dinner	Dinner	Dinner with friends		
11pm					
12am					

Name of Workplace: Daily Grind Coffee

Address: Main Street, Hamra

Date: July 8, 2025

Time: 3:30 PM – 4:10 PM

---

Jobs Observed:

Barista, Order Taker, Server

---

Communication Types:

- Verbal: Talking to customers and each other
  - Written: Notes for custom drinks
  - Non-verbal: Smiles, gestures, pointing
- 

Good Example:

The order taker repeated the order clearly and the barista greeted the customer kindly.

---

Bad Example:

A server didn't respond to a question, and the customer looked confused.

---

What I Learned:

Polite, clear communication helps avoid mistakes and keeps customers happy.



Get  
out of the  
store

Can  
you Help  
me

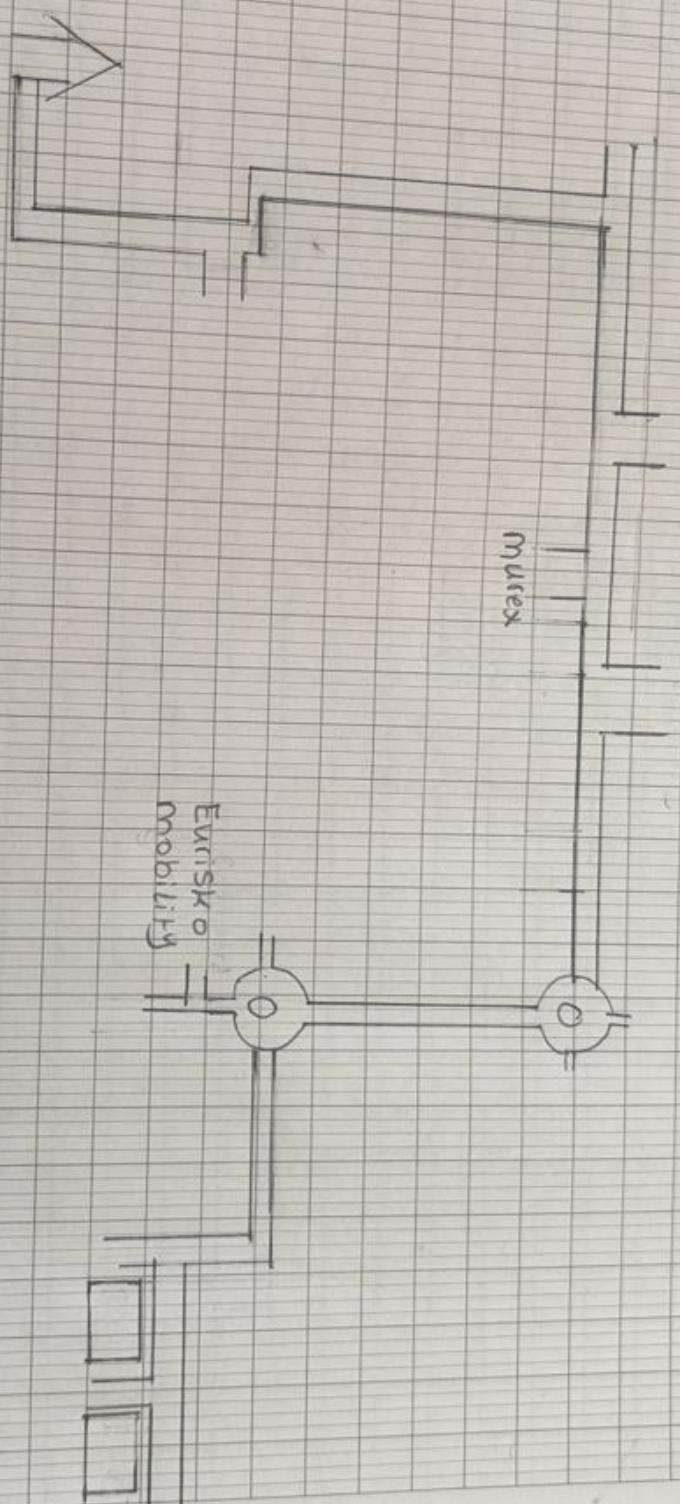


Yes  
of course how  
i can help you

Can  
i get any  
help

hadi Musemani  
202304319

CME  
offshore



Hadi Mushtaqi

202304319

## Assignment 1.8 My professional development plan

Today's date : 24/06/2025

Long term goal :

Help others

Short

term goal 1 :

Bachelor degree in Computer Science

steps :

Study well and work on my tasks, and remember my responsibilities.

By when :

Till 2026

Resources needed

My determination

Finish my 3 years successfully

short term goal 2 : Build up and improve my body

Steps :

Enter gym

By when :

Anytime

Resources needed :

Determination

Eat healthy

Always

### Short term goal 3: make money

Steps:

open a business

include hardwork

By when:

when possible

always

Resources needed:

money and time



en ▾

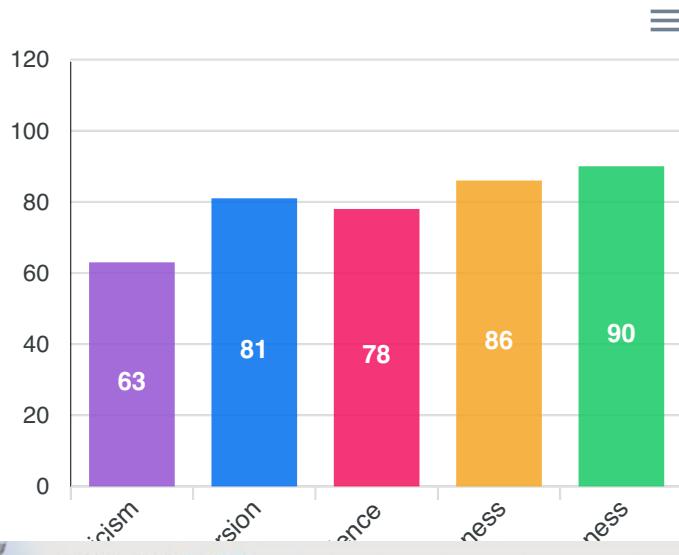


6/23/2025

**Important!** Save the following ID to see the results later or compare yourself to others

6859c98b6a1a85b12ae3e83b

# The Big Five



**FEMALE LATE DIAGNOSED ADHD**

Getting up ADHD symptoms were from an hour ago often called lazy, immature and sensitive. My life isn't bad at all.

It's always been like it is.

Opt

Legend:

- Creative
- Inattentive
- Overcontrolled
- Impulsive
- Unstable
- Kind of fine

69.3% 64.4% 49.7% 50.6% 31.1% 52.4%

Select domain

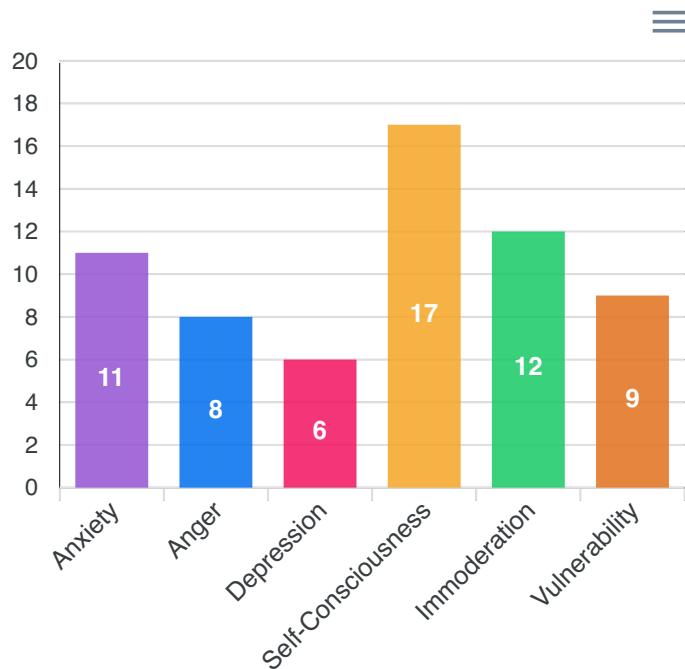
All

## Neuroticism

Neuroticism refers to the tendency to experience negative feelings.

[Read more](#)

Your score on Neuroticism is low, indicating that you are exceptionally calm, composed and unflappable. You do not react with intense emotions, even to situations that most people would describe as stressful.



## Anxiety

**score: 11 (low)**

The "fight-or-flight" system of the brain of anxious individuals is too easily and too often engaged. Therefore, people who are high in anxiety often feel like something dangerous is about to happen. They may be afraid of specific situations or be just generally fearful. They feel tense, jittery, and nervous. Persons low in Anxiety are generally calm and fearless.

## Anger

**score: 8 (low)**

Persons who score high in Anger feel enraged when things do not go their

way. They are sensitive about being treated fairly and feel resentful and bitter when they feel they are being cheated. This scale measures the tendency to feel angry; whether or not the person expresses annoyance and hostility depends on the individual's level on Agreeableness. Low scorers do not get angry often or easily.

## Depression

**score: 6 (low)**

This scale measures the tendency to feel sad, dejected, and discouraged. High scorers lack energy and have difficulty initiating activities. Low scorers tend to be free from these depressive feelings.

## Self-Consciousness

**score: 17 (high)**

Self-conscious individuals are sensitive about what others think of them. Their concern about rejection and ridicule cause them to feel shy and uncomfortable around others. They are easily embarrassed and often feel ashamed. Their fears that others will criticize or make fun of them are exaggerated and unrealistic, but their awkwardness and discomfort may make these fears a self-fulfilling prophecy. Low scorers, in contrast, do not suffer from the mistaken impression that everyone is watching and judging them. They do not feel nervous in social situations.

## Immoderation

**score: 12 (neutral)**

Immoderate individuals feel strong cravings and urges that they have have difficulty resisting. They tend to be oriented toward short-term pleasures and rewards rather than long- term consequences. Low scorers do not experience strong, irresistible cravings and consequently do not find themselves tempted to overindulge.

## Vulnerability

**score: 9 (low)**

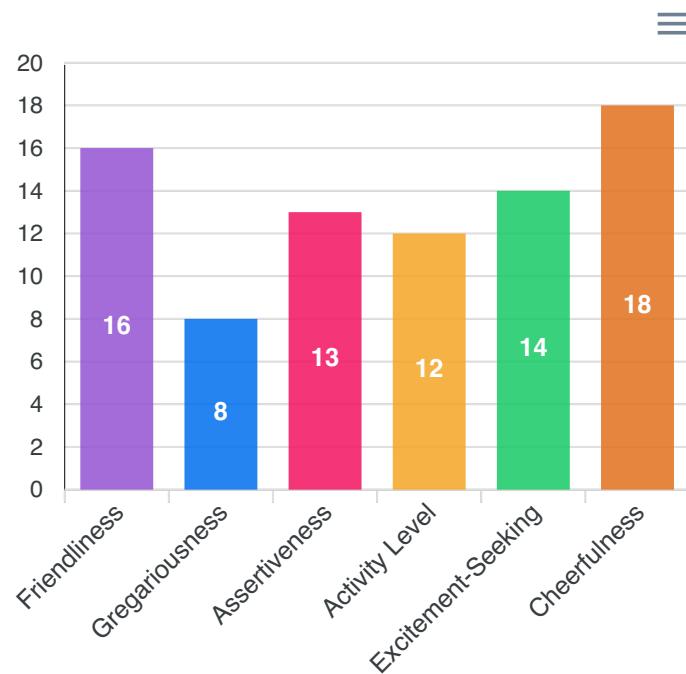
High scorers on Vulnerability experience panic, confusion, and helplessness when under pressure or stress. Low scorers feel more poised, confident, and clear-thinking when stressed.

## Extraversion

Extraversion is marked by pronounced engagement with the external world.

[Read more](#)

Your score on Extraversion is high, indicating you are sociable, outgoing, energetic, and lively. You prefer to be around people much of the time.



### Friendliness

**score: 16 (high)**

Friendly people genuinely like other people and openly demonstrate positive feelings toward others. They make friends quickly and it is easy for them to form close, intimate relationships. Low scorers on Friendliness are not necessarily cold and hostile, but they do not reach out to others and are perceived as distant and reserved.

## Gregariousness

**score: 8 (low)**

Gregarious people find the company of others pleasantly stimulating and rewarding. They enjoy the excitement of crowds. Low scorers tend to feel overwhelmed by, and therefore actively avoid, large crowds. They do not necessarily dislike being with people sometimes, but their need for privacy and time to themselves is much greater than for individuals who score high on this scale.

## Assertiveness

**score: 13 (high)**

High scorers Assertiveness like to speak out, take charge, and direct the activities of others. They tend to be leaders in groups. Low scorers tend not to talk much and let others control the activities of groups.

## Activity Level

**score: 12 (neutral)**

Active individuals lead fast-paced, busy lives. They move about quickly, energetically, and vigorously, and they are involved in many activities. People who score low on this scale follow a slower and more leisurely, relaxed pace.

## Excitement-Seeking

**score: 14 (high)**

High scorers on this scale are easily bored without high levels of stimulation. They love bright lights and hustle and bustle. They are likely to take risks and seek thrills. Low scorers are overwhelmed by noise and commotion and are adverse to thrill-seeking.

## Cheerfulness

**score: 18 (high)**

This scale measures positive mood and feelings, not negative emotions (which are a part of the Neuroticism domain). Persons who score high on this scale

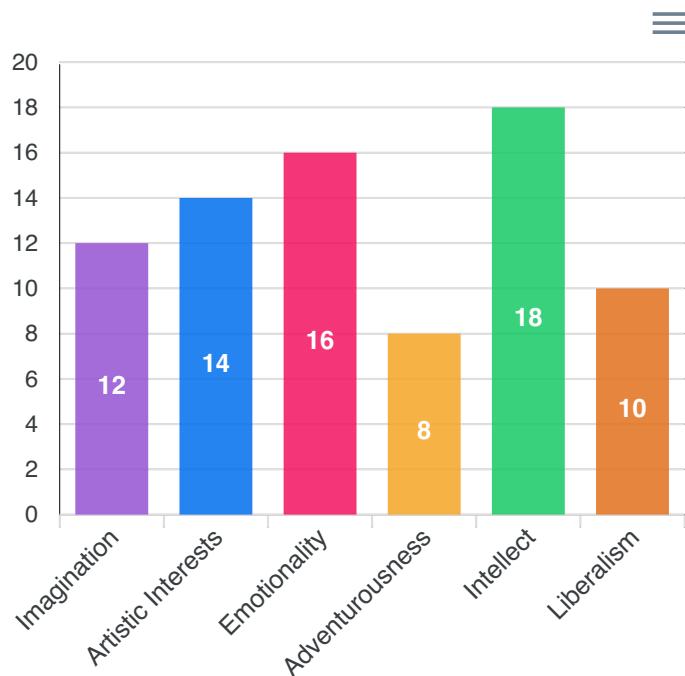
typically experience a range of positive feelings, including happiness, enthusiasm, optimism, and joy. Low scorers are not as prone to such energetic, high spirits.

## Openness To Experience

Openness to Experience describes a dimension of cognitive style that distinguishes imaginative, creative people from down-to-earth, conventional people.

[Read more](#)

Your score on Openness to Experience is high, indicating you enjoy novelty, variety, and change. You are curious, imaginative, and creative.



### Imagination

**score: 12 (neutral)**

To imaginative individuals, the real world is often too plain and ordinary. High scorers on this scale use fantasy as a way of creating a richer, more interesting world. Low scorers are on this scale are more oriented to facts than fantasy.

## Artistic Interests

**score: 14 (high)**

High scorers on this scale love beauty, both in art and in nature. They become easily involved and absorbed in artistic and natural events. They are not necessarily artistically trained nor talented, although many will be. The defining features of this scale are interest in, and appreciation of natural and artificial beauty. Low scorers lack aesthetic sensitivity and interest in the arts.

## Emotionality

**score: 16 (high)**

Persons high on Emotionality have good access to and awareness of their own feelings. Low scorers are less aware of their feelings and tend not to express their emotions openly.

## Adventurousness

**score: 8 (low)**

High scorers on adventurousness are eager to try new activities, travel to foreign lands, and experience different things. They find familiarity and routine boring, and will take a new route home just because it is different. Low scorers tend to feel uncomfortable with change and prefer familiar routines.

## Intellect

**score: 18 (high)**

Intellect and artistic interests are the two most important, central aspects of openness to experience. High scorers on Intellect love to play with ideas. They are open-minded to new and unusual ideas, and like to debate intellectual issues. They enjoy riddles, puzzles, and brain teasers. Low scorers on Intellect prefer dealing with either people or things rather than ideas. They regard intellectual exercises as a waste of time. Intellect should not be equated with intelligence. Intellect is an intellectual style, not an intellectual ability, although high scorers on Intellect score slightly higher than low-Intellect individuals on standardized intelligence tests.

## Liberalism

score: 10 (low)

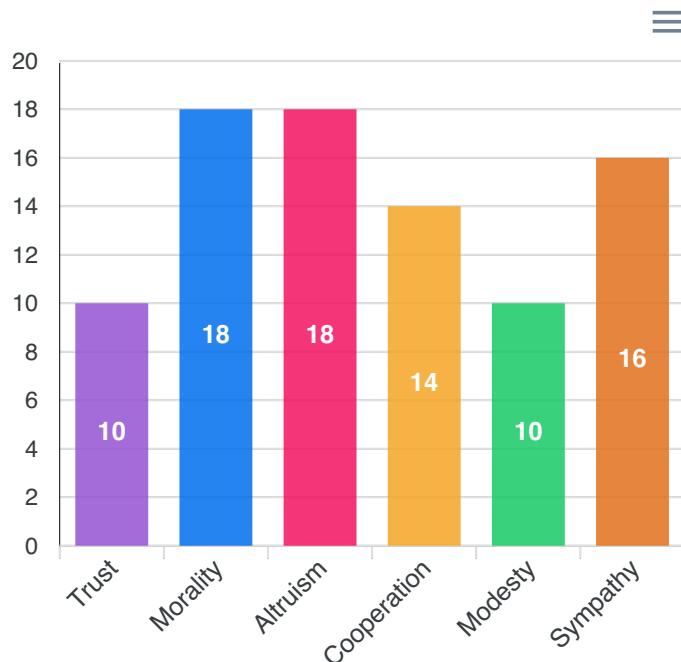
Psychological liberalism refers to a readiness to challenge authority, convention, and traditional values. In its most extreme form, psychological liberalism can even represent outright hostility toward rules, sympathy for law-breakers, and love of ambiguity, chaos, and disorder. Psychological conservatives prefer the security and stability brought by conformity to tradition. Psychological liberalism and conservatism are not identical to political affiliation, but certainly incline individuals toward certain political parties.

## Agreeableness

Agreeableness reflects individual differences in concern with cooperation and social harmony. Agreeable individuals value getting along with others.

Read more

Your high level of Agreeableness indicates a strong interest in others' needs and well-being. You are pleasant, sympathetic, and cooperative.



## Trust

**score: 10 (low)**

A person with high trust assumes that most people are fair, honest, and have good intentions. Persons low in trust see others as selfish, devious, and potentially dangerous.

## Morality

**score: 18 (high)**

High scorers on this scale see no need for pretense or manipulation when dealing with others and are therefore candid, frank, and sincere. Low scorers believe that a certain amount of deception in social relationships is necessary. People find it relatively easy to relate to the straightforward high-scorers on this scale. They generally find it more difficult to relate to the unstraightforward low-scorers on this scale. It should be made clear that low scorers are not unprincipled or immoral; they are simply more guarded and less willing to openly reveal the whole truth.

## Altruism

**score: 18 (high)**

Altruistic people find helping other people genuinely rewarding. Consequently, they are generally willing to assist those who are in need. Altruistic people find that doing things for others is a form of self-fulfillment rather than self-sacrifice. Low scorers on this scale do not particularly like helping those in need. Requests for help feel like an imposition rather than an opportunity for self-fulfillment.

## Cooperation

**score: 14 (high)**

Individuals who score high on this scale dislike confrontations. They are perfectly willing to compromise or to deny their own needs in order to get along with others. Those who score low on this scale are more likely to intimidate others to get their way.

## Modesty

**score: 10 (low)**

High scorers on this scale do not like to claim that they are better than other people. In some cases this attitude may derive from low self-confidence or self-esteem. Nonetheless, some people with high self-esteem find immodesty unseemly. Those who are willing to describe themselves as superior tend to be seen as disagreeably arrogant by other people.

## Sympathy

**score: 16 (high)**

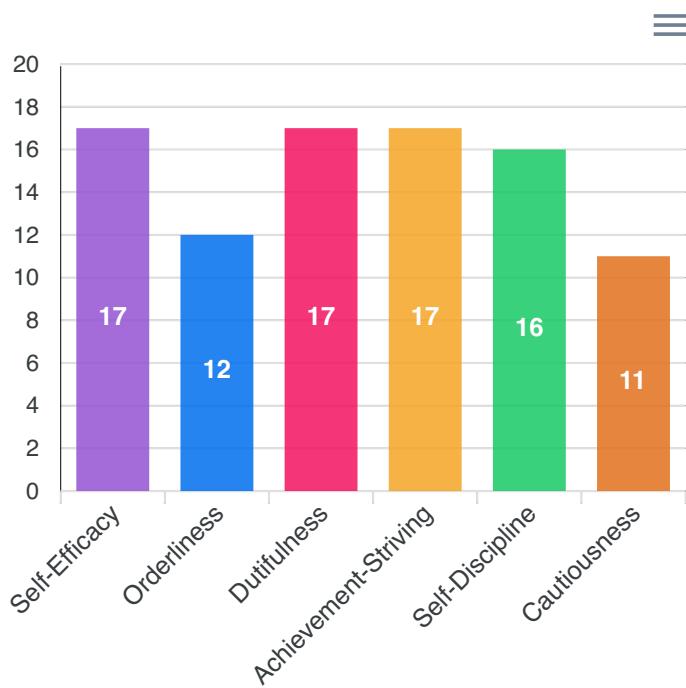
People who score high on this scale are tenderhearted and compassionate. They feel the pain of others vicariously and are easily moved to pity. Low scorers are not affected strongly by human suffering. They pride themselves on making objective judgments based on reason. They are more concerned with truth and impartial justice than with mercy.

## Conscientiousness

Conscientiousness concerns the way in which we control, regulate, and direct our impulses.

Read more

Your score on Conscientiousness is high. This means you set clear goals and pursue them with determination. People regard you as reliable and hard-working.



## Self-Efficacy

**score: 17 (high)**

Self-Efficacy describes confidence in one's ability to accomplish things. High scorers believe they have the intelligence (common sense), drive, and self-control necessary for achieving success. Low scorers do not feel effective, and may have a sense that they are not in control of their lives.

## Orderliness

**score: 12 (neutral)**

Persons with high scores on orderliness are well-organized. They like to live according to routines and schedules. They keep lists and make plans. Low scorers tend to be disorganized and scattered.

## Dutifulness

**score: 17 (high)**

This scale reflects the strength of a person's sense of duty and obligation. Those who score high on this scale have a strong sense of moral obligation. Low scorers find contracts, rules, and regulations overly confining. They are

likely to be seen as unreliable or even irresponsible.

## Achievement-Striving

**score: 17 (high)**

Individuals who score high on this scale strive hard to achieve excellence. Their drive to be recognized as successful keeps them on track toward their lofty goals. They often have a strong sense of direction in life, but extremely high scores may be too single-minded and obsessed with their work. Low scorers are content to get by with a minimal amount of work, and might be seen by others as lazy.

## Self-Discipline

**score: 16 (high)**

Self-discipline-what many people call will-power-refers to the ability to persist at difficult or unpleasant tasks until they are completed. People who possess high self-discipline are able to overcome reluctance to begin tasks and stay on track despite distractions. Those with low self-discipline procrastinate and show poor follow-through, often failing to complete tasks-even tasks they want very much to complete.

## Cautiousness

**score: 11 (low)**

Cautiousness describes the disposition to think through possibilities before acting. High scorers on the Cautiousness scale take their time when making decisions. Low scorers often say or do first thing that comes to mind without deliberating alternatives and the probable consequences of those alternatives.



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### Assignment 4.2: Job Shadowing

#### **Job Shadowing - Student Form**

*This form is for your personal reflection. Many of these questions will be naturally answered in your observation and discussions throughout the day. At the end of the day you may want to directly ask the questions that were not discussed.*

Student's Name:	Hadi muselmani
Date/Duration of Visit:	22/07/2025
Company Name:	Murex
Company Department(s) Job Shadowed:	Special needs

#### **Questions Around the Work of the Employee You Job Shadowed**

(These questions should be repeated if you job shadow more than one person.)

What is your exact job title?	Software/ web developer
What do you like about your job?	Creating websites
What don't you like about your job?	Nothing
What type of education and training prepared you for this career field/job?	My umiversity bachelor's degree
What type of education and training would you recommend for someone starting out in this career?	To try attending workshops and learning as much languages as possible .
Is there a possibility for further career advancement?	For sure, everything that has to do with computer has a good future ahead
What types of skills are the most important in your job?	Coding and full concentration on tasks
Can you describe a typical day at work?	Ask for my tasks and look what I have to finish , finish my work if I have any break time , I will study a bit for my online course .
What is the most interesting part of your job?	Making connections
What is the most challenging/difficult part of your	To be done with my tasks successfully

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Read Aloud



Headings



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Agency for International Development.

job?	
How long have you worked for this employer?	5 months
How did you get your current job/choose this employer to work for?	Connections helped a lot
Did you have any relevant work experience prior to starting this job?	yes
What does your employer look for in young job seekers?	Passionate workers that finish there tasks on time
How has technology changed this career?	This career / major moves with the technology advancement
What are your working hours?	9 to 6
Are they flexible?	Yes
Are you expected to work overtime?	Yes
What types of vacation jobs or internships should I look for as I continue my education?	Cyber security
Is it ok if I follow up with you on my progress in the next few months? (Note: this might lead to a job offer)	yes
Do you have any other questions? If so, include them here.	No questions
<b>Main Jobs Observed</b>	
(To be repeated for each job/area of work)	
<b>Main Relevant Jobs Observed (1):</b>  List a job you observed.  Briefly describe what this job involves.	Software Developer at Murex  This job involves designing, developing, testing, and maintaining software systems, specifically financial software used by global banks and institutions. The developer writes and reviews code, collaborates with team members, and ensures the software runs efficiently.
What are the main tasks/duties?	<ul style="list-style-type: none"><li>• Writing code in Java and C++</li><li>• Debugging and fixing software bugs</li><li>• Collaborating in Agile meetings (stand-ups, sprint planning)</li><li>• Conducting code reviews for team members</li></ul>

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Mobile View



Read Aloud



Headings



...

	<ul style="list-style-type: none"><li>• Testing and validating new features before deployment</li><li>• Writing technical documentation</li></ul>
List and describe some of the main equipment or software you observed.	<ul style="list-style-type: none"><li>• IDE: IntelliJ IDEA</li><li>• Version Control: Git (via GitLab)</li><li>• Ticketing/Task Management: Jira</li><li>• Communication: Microsoft Teams</li><li>• Operating System: Linux/Windows (dual setup)</li><li>• Murex's proprietary tools for financial modeling</li></ul>
Did you notice who the employee reported to? (What is their position?)	The software developer reported to a Team Lead, who oversees the progress of multiple developers in the same project team.
Was the specific employee responsible for other employees? How many?	The specific developer I observed was not directly responsible for managing other employees, but he mentored one intern and often reviewed junior developers' code.
Were you given an opportunity to perform/assist with any tasks that you observed? Give details of the tasks.	Yes, I was allowed to assist with a small task: <ul style="list-style-type: none"><li>• Reviewing a list of bug reports in Jira and categorizing them based on severity</li><li>• Observing a unit test being written and learning how automated testing works</li><li>• Helping test a small feature by following a test plan and reporting back the results</li></ul>
If you performed any tasks, did they help you to better understand what your choice of career involves?	Yes, performing these tasks gave me a much clearer idea of what being a software developer involves. I now understand how coding is just one part of the job and that communication, teamwork, and problem-solving are also very important in a real-world work environment.

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**Workplace Safety and Dress**

Did you see any health and safety signs? Draw pictures of them on the back of this form.	yes
Did you have any safety regulations explained to you on your first day? Give details.	Do not eat or drink in the computer lab
Did you see any employees wearing safety clothing? Describe what you saw.	No, we don't work with chemicals
Have you noticed any special safety equipment or protection that is required?	No
Other than safety clothing, what do you notice about workers' dress/dress code?	Everyone wears neat, organized and tidy cloth

**Overall Impressions**

Did you see an area of work that might interest you?	Yes, being an important developer
What were some of the most interesting things you learned about the workplace?	It was nice
In what ways did this job shadowing experience help you understand if you have made the correct career choice?	This experience helped me realize that I am on the right path. Observing the software development process in a real-world environment confirmed my interest in programming, problem-solving, and working in a tech-driven team. I saw how developers collaborate and how important logical thinking and communication skills are in this career. It made me more motivated to continue studying computer science.
Did you see anything that made you think it might not be a suitable career for you? Explain.	The only challenging part I noticed was the long hours of screen time and the need to constantly learn new technologies. While it was a bit overwhelming, I see it more as a challenge than a reason to avoid the field. With time and experience, I believe I'll adapt to this pace.

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### Contact Information

<p>List any workplace contact information that you obtained (names and details).</p>	<p><b>Workplace Contact Details:</b></p> <ul style="list-style-type: none"> <li>• Name: Jad Khoury</li> <li>• Position: Software Developer</li> <li>• Email: <a href="mailto:j.khoury@murex.com">j.khoury@murex.com</a></li> <li>• Phone nb: 71401934</li> </ul>
<p>Do you think there might be opportunities for internships here? How do you know?</p>	<p>Yes, I believe there are internship opportunities. The employee I shadowed mentioned that Murex regularly accepts interns, especially students in their second or third year of university. They offer training programs during summer and academic breaks.</p>
<p>How/who would you contact if you want to ask them for advice or an internship opportunity?</p>	<p>I would reach out to Jad Khoury or contact the HR department at Murex through their official website or LinkedIn page. I could also ask my university's career office if they have a partnership with Murex.</p>
<p>Get a name and contact address to send a thank you letter after you complete your job shadowing experience.</p>	<p><b>Name and Contact for Thank You Letter:</b></p> <ul style="list-style-type: none"> <li>• Name: Jad Khoury</li> <li>• Email: <a href="mailto:j.khoury@murex.com">j.khoury@murex.com</a></li> </ul>

A Record of Job Shadowing Form follows.

### Record of Job Shadowing

*This form is evidence of your job shadowing. You can share it with potential employers and include it in your career portfolio.*



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## Record of Job Shadowing

This form is evidence of your job shadowing. You can share it with potential employers and include it in your career portfolio.

Part 1			Personal Details		
Name:Hadi muselmani	Mobile Number:71401934	Email Address:hmuselmani86@gmail.com			
Part 2			Workplace Details		
Company Name:CIC LTD	Company Address: Beirut Jnah	Company Type: (Sector): related to developing and creating websites			
Contact Person Name:Jad khoury	Position in Company:Software developer	Contact Number:+961 71401934			
Supervisor Name:Rami ayoub	Position in Company:Team leader – development	Contact Number:+961 71401222			
Date:	Day	Number of Hours:			
1 july 15 2025	Tuesday	3 hours			
2		2 hours			
3		3 hours			
Activity and Tasks Observed		New Knowledge and/or Skills Learned			
1. Attended morning stand-up meeting	1. Learned how Agile teams coordinate and report progress				
2. Observed debugging of a Java application	2. Learned how to trace and resolve bugs in code				

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3. Helped test a feature using a predefined test plan	3. Understood the basics of software testing and reporting issues
4. Explored version control (Git) with a developer	4. Gained basic understanding of branches, commits, and pull requests
5. Observed code review sessions	5. Learned how developers give feedback and ensure code quality
6. Asked questions about the company's internship process	6. Learned about internship application steps and expectations
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
<b>Supervisor Comments</b>	

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5. Observed code review sessions	5. Learned how developers give feedback and ensure code quality
6. Asked questions about the company's internship process	6. Learned about internship application steps and expectations
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
<b>Supervisor Comments</b>	

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Student's Name:Hadi muselmani Signature: hhm	Supervisor's Name:Rami Ayoub Job Title:Team lead – Development Signature: rami1
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### Activity Tool 4.1: Workplace Behavior Scenarios

**Scenario 1:**

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