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| --- |
| BYAKOUT Street • NASR RAHME Bldg. • ZALKA - Beirut |
| Phone 70- 575699 • E-MAIL : [RAHMERABIH@hotmail.COM](mailto:RAHMERABIH@hotmail.COM) |

#### RABIH ADIB RAHME

**PERSONAL INFORMATION:**

* **Full Name :** Rabih Adib Rahmé
* **Marital Status :** Single
* **Date of birth :** August 20, 1992
* **Address :** Byakout street

Nasr Rahmé Bldg.

Zalka – Beirut – Lebanon

* **Phone numbers :** 961 1 876 538

961 70 575 699

* + **E-mail :** [**RAHMERABIH@HOTMAIL.COM**](mailto:RAHMERABIH@HOTMAIL.COM)

# **EDUCATION:**

* **Degrees earned**:

**[2010 – 2013]** International Business Management

Notre Dame University

Louaize

Beirut - Lebanon

**[2009 – 2010]** Economie Sociologie (BAC II)

Sagesse High School

Ain Saade

Beirut – Lebanon

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| **LANGUAGES:** | | |
| **LANGUAGES** | **SPOKEN** | **WRITTEN** |
| **ARABIC** | EXCELLENT | EXCELLENT |
| **ENGLISH** | EXCELLENT | EXCELLENT |
| **FRENCH** | FAIR | FAIR |

**WORK EXPERIENCE:**

**[June 2014-September 2014] Bosch S.A.R.L.** Beirut – Lebanon

Sales Merchandising

* **Duties and responsibilities:**
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
* Advises customers by providing information on products.
* Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest
* Communicate customer account status regularly to the sales force.
* **Workshops:**
* Workshop with Head of marketing in the Bosch, describing the importance and the process of after sales.

**[October 2013-December 2013] Promopharm S.A.R.L.** Beirut – Lebanon

*Training for my degree of international business management*

**[September 2011-Present] Lebanese syndicate of bank employees** Beirut – Lebanon

*Membership controller*

* **Duties and responsibilities:**
* Being responsible for the enrollment of bank employees into the syndicate.
* Maintaining the requirement for every employer to pay the due invoices.
* Controlling cash transactions between the accounting and the program.
* Organizing and analyzing performances on excel sheets.
* Sending official letters to the head offices banks to collect outstanding invoices and following up on them.
* **Workshops:**
* Workshop with former Minister Ziad Baroud, about the collective agreement contract between the Syndicate of Bank Employees and the Association of Banks in Lebanon

**[July 2011-August 2011] Arab African International Bank** Beirut – Lebanon

*Training for my degree of international business management*

**[July 2010 – June 2011] The Original Carwash Cafe**  Beirut - Lebanon

*Purchasing Supervisor*

* **Duties and responsibilities:**
* Purchasing and monitoring the store.
* Putting and following the store Par Level
* Managing The daily Request From different cost center and approve their daily request according to their par level
* Choosing Eligible supplier following the Value for each items: “ratio of quality over price” and reporting to the cost controller
* Inserting the daily invoices from different suppliers, monitoring the price variation and reporting to the cost controller if required.
* Inserting the daily internal transfers between different cost centers.
* Preparing monthly inventory and insert it in the system.
* Organizing performances on excel sheets

**[2008 – July 2010] Rebound**  Beirut - Lebanon

*Waiter-Animation*

* **Duties and responsibilities:**
  + Up selling techniques and meet the customer’s needs.
  + Improving the better service with maintaining the guest satisfaction.
  + Organizing and animation for kids during birthdays parties

**[July 2007 – August 2007] Le Charcutier Aoun**  Beirut - Lebanon

*Stand Supervisor*

* **Duties and responsibilities:**
  + Maintaining the stand visibility, availability of all products and well display.

# **Computer Skills:**

* + Microsoft Office “excel, word, power point”
  + Stock Management system “Omega, Back office and Inventory”
  + Payroll and banks systems “Noria”

# **PERSONAL INTERESTS:**

* + Traveling.
  + Swimming.
  + Playing tennis.
  + Reading.

**Cover Letter**

**Objective:**

In fall 2013, I graduated with a degree of international business management from Notre Dame University.

During my Training period and study, I demonstrated the ability to manage and plan components along with ensuring deliverables meet work plan specifications and deadlines. I also proved my abilities to work under pressure, I keep setting up targets for myself to achieve so I can be motivated and active all the time.

I am looking forward to develop myself and my career in a reputable organization to obtain a challenging position that will employ my education and allow for growth based on qualifications and hard work.

Thank you in advance!

Best regards,

Rabih Rahme