

Aoukar,
Saydet el maghara
Bldg Anis Zayde, ground floor
Metn, Lebanon

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Rony-nehme Y. Lahoud

Objective Finance position.

Education CFA candidate, June 1, 2013

2008-2013 Notre Dame University Louaizeh, Lebanon
M.B.A.-Finance and Economics

2004 – 2008 Notre Dame University Louaizeh, Lebanon
B.B.A. – Banking and finance.

2001 – 2004 College Sacre-coeur Gemmayzeh, Lebanon
Lebanese Baccalaureate Part II, Life Sciences Option

Experience

May 2015-till current date Haddad Machinery Nahr el Mawt, Lebanon

- Resolving administrative problems by coordinating preparation of reports.
- Analyzing data, and identifying solutions.
- Maintaining supplies inventory by checking stock to determine inventory level.
- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage.
- Preparing Payroll, Computing taxes owed and preparing tax returns.
- Ensuring compliance with payment, reporting and other tax requirements.

August 2009 – till current date Metlife Alico Ashrafieh, Lebanon

- Insurance sales agent.
- Contributed in several group sales meetings for international companies.
- Performed insurance sales to high-end customers.
- Attended 3 seminars every year about market changes and adaptability.
- Attended 1 seminar every year about sales in competitive markets.
- High knowledge about insurance products and derivatives.
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August 2007 Banque Du Liban Hamra, Lebanon

- Training.

Computer softwares

EvIEWS7- Microsoft Windows – Microsoft Office-PIMS2(Profiles Integrated Management Software)

Additional Skills

- Ability to work effectively in a team environment as well as independently.
- High motivation and adaptability to new and tough environments.

Languages

Arabic: Mother Tongue.

English and French: well read and written.

Interests and activities

- Sports and Technical reading.
- Member of a Network of Volunteers.

References

Available upon request