

Abedul Rahman Kaskas

Objective

Looking for a career in a company where I can best utilize my skills and education in marketing, sales and business management in order to grow with the company.

Education

2014 - 2018	American University of Science and Technology Bachelor of Science in Management Key courses: Strategic Management, Project Management, Entrepreneurship, Marketing Awards received: <ul style="list-style-type: none">Cambridge English: Proficiency (CPE) 20161st place in an Entrepreneurship competition 2017	<i>Beirut, Lebanon</i>
2002 - 2009	City International School High School Diploma	<i>Beirut, Lebanon</i>

Professional Profile

Jun - Aug 2018	Rainbow Summer Camp <i>Coordinator</i> <ul style="list-style-type: none">Assumed the role of activity planner and organized group outings with fellow colleagues and the students attending the camp;Learned to take responsibility of making sure all students are present and on time;Participated in the development of the daily schedule for the students in order to ensure that their time is used efficiently so that they learn, have fun and remain within a controlled and safe environment;Assisted in hosting a dinner in which we invited an orphanage center by making sure everything was ready and available on time (food, chairs/tables, games, and required equipment for music and entertainment);Planned weekly outings for the students.	<i>Beirut, Lebanon</i>
May- June 2018	Metlife <i>Sales Intern</i> <ul style="list-style-type: none">Assisted in sales by contacting clients and increasing client database in the company;Performed follow-ups with existing clients regarding active life insurance plans;Learned the fundamentals of life insurance.	<i>Zalka, Lebanon</i>
Nov- Dec 2017	Alieh Group <i>Accounting Intern</i> <ul style="list-style-type: none">Oversaw the data entry of the daily transactions of the company;Understood the importance of maintaining a clean and accurate balance sheet and income statement of the company;Saw the importance of an accounting department in a company and how the cash flows and transactions are tracked and recorded, while maintaining clean history records.	<i>Beirut, Lebanon</i>
2009-2014	Original Jewelry Company <i>Co-Owner/Sales Executive</i> <ul style="list-style-type: none">Manage stock levels of Raw Material, Production, and finished goods, while maintaining a clean database;Assisted in Sales abroad with the company (Saudi Arabia in 2012 and France in 2013);Oversaw the distribution of finished goods to our clients;Developed new and unique products based on the clients' requests in order to fully satisfy their needs;Maintained an after sales service in order to make sure that the client satisfaction is achieved and the product is up to their requirements through constant communication, follow-up, and feedback analysis.	<i>Beirut, Lebanon</i>

Skills & Hobbies

Languages:	Fluent in English & Arabic.
Computer skills:	MS Office, Odoo, Qlikview.
Hobbies:	Music, Traveling, and Sports.