

# ROCK ACHKAR

Keserouan, Ballouneh

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## EDUCATION

### **Bachelor's Degree in Banking and Finance**

- ❖ **Arts, Sciences and Technology University in Lebanon**, Kaslik Campus **2015-2017**
  - Graduated Spring 2017
- ❖ **Notre Dame University – Louaize**, Zouk-Mosbeh Campus **2011-2014**
  - Transferred to AUL in Spring 2014

### **High School Degree**

- ❖ **Ecole Saint Rita**, Dbayeh, Lebanon **2010-2011**

## EXPERIENCE

### *Position 2: Manager, Midas' Design*, Ghazir Industrial Zone, Lebanon

**2016-Present**

- ❖ Manage finances for company
  - Handle costs, invoices, and financial statements
  - Record and analyze details of financial status for company
  - Track and finalize employees' salaries via Excel
- ❖ Supervise 10 labors for production (4 for concrete, 4 for wood work and 2 for wood paint finish)
- ❖ Develop contracts for companies and clients
- ❖ Oversee final installations on site
- ❖ Always negotiating with suppliers and finding the best quality at the lowest price to minimize the cost
- ❖ Manage the team in order to get the fastest outcome at the best price
- ❖ Ability to manage multiple projects at the same time

### *Owner of an Online Shop, The Vape Corner*

**2017**

- ❖ Found a new trend "Vape" (Inhale vapor through the mouth from a usually battery-operated electronic device such as an electronic cigarette that heats up and vaporizes a liquid) that could fit the Lebanese market
- ❖ Got a small stock to be sure it would be successful and would benefit a profit
- ❖ First stock cost was more or less 2500\$ and sold for 3700\$ (most expensive vape sold for 130\$ the stock included vapes, liquid (between 5\$ to 30\$ depends on the brand, size of the bottle)
- ❖ Main focus was to always be honest with clients and to win their trust this is why it was a recurring business, most of the clients kept coming back
- ❖ Found that the profit was good and fast to sell kept going for about 10 months getting a new stock every month and a half to end up with a cost around 14,122.34\$ and selling for 20,012.66\$ to sum up net profit of 5,890.32\$

### *Sales Representative, Remiel Chocolaterie*, Zalka, Lebanon

**2016**

- ❖ Provided information regarding souvenir and chocolate orders to customers
- ❖ Prepared customers' orders
- ❖ Collaborated with Remiel's Factory to execute orders
- ❖ Assisted customers and was a direct contact for them throughout the process
- ❖ Reviewed and finalized orders for events

*Position 1: Employee, Midas' Design, Zouk Mickeal, Lebanon*

**2011-2015**

- ❖ Worked with a team of 4 to prepare and produce concrete products for clients and companies
- ❖ Transported and installed finalized concrete products
- ❖ Handled raw materials
- ❖ Operated machines on site
- ❖ Calculated and weighed various raw materials for concrete mixes in order to avoid waste

### **INVOLVEMENT**

Member and Organizer of BMW M Club Lebanon (since 2016)

Involved in BMW M Club Events (meet ups, drifting, races, etc.)

Passion for German cars

### **SKILLS**

Proficient with Microsoft Office, Word, Excel, PowerPoint

Fluent in Arabic, English, and French