

RAYAN ADEL EL ZEIN

Lebanon · Saida · Helleye · Ain Street · Nakouzi Building · Third Floor

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E-mail: Rayan_Zein78@hotmail.com · Gender: Male

OBJECTIVE

Seeking a challenging job that best matches my qualifications and ambitions that allow in bringing the best of me, and where I can use my knowledge and gain experience. And willing to contribute effectively and efficiently towards the growth, progress, reputation, and advancement of the organization where my potentials will be utilized and recognized.

EDUCATION

Rafik Hariri University	Lebanon, Mechref	2014 - 2018
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Degree: Bachelor of Business Administration in Management

Houssam Hariri High School	Lebanon, Saida	2005 - 2014
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Degree: Lebanese Baccalaureate in Sociology and Economy

EXPERIENCE

Company: Mirum Agency	Lebanon, Beirut
Position: Data Entry Intern	Nov 19, 2018 - Present

Duty Description:

- Assist the data analytics and social media teams in generating reports.
- Support other departments in need of temporary assistance.
- Enter and update information into relevant databases.
- Review data for deficiencies or errors.
- Correct any incompatibilities and checking output.
- Keep information confidential.

Position: Content Manager Intern

Sep 1, 2019 - Sep 30, 2019

Duty Description:

- Assist the content team in editing and reviewing the VISA website.

Company: Kobrosly Shipping Agency

Lebanon, Saida

Position: Procurement Assistant

Apr 5, 2018 – Nov 15, 2018

Duty Description:

- Generate and follow proper computed inventory of the livestock.
- Update supplier database.
- Update procurement and payment tracking sheet.
- Assist in photocopying, scanning, and archiving procurement files.
- Ensure that all fields' livestock, to be dispatched along with all the needed documentation.
- Keep accurate records of payment and delivery of livestock.

- Maintain purchasing files and records.
- Organize and maintain computerized records.
- Check that purchase requests and order forms are filled out properly.
- Check that advances given for the purchases are justified by invoices and proper purchase documents.
- Documentation demonstrating accountability for each order is filed appropriately.
- Finalize and maintain up to date base, collect and prepare all necessary supporting documents for authorizations.
- Ensuring all associated paperwork is completed and filed correctly so that there is a clear auditable trail for all stock movements.

Company: Jubaili Bros

Lebanon, Saida

Position: Intern

Jan 15, 2018 - Mar 9, 2108

Duty Description:

- Trained and rotated in the warehouses, spare parts, sales, maintenance, accounting (cashbox), local procurement, and administration departments.

SKILLS

- Proficient in business software: Microsoft Word, Excel, and PowerPoint.
- Attention to detail and accuracy.
- Good time management, communication, and multitasking skills.
- Good at organizing and simplifying complex materials.
- Organized, orderly, trustworthy, and reliable.
- Able to work independently and in a team.
- Able to work under pressure and meet deadlines.

LANGUAGES

- Proficient in Arabic (Written and Verbal).
- Proficient in English (Written and Verbal).

HOBBIES

Swimming, puzzles, cards, and ping pong.

REFERENCES

Available upon request.