



## Tarek A. RAMMAL



### Profile

I am a motivated, hardworking person. I am looking for a position in a multinational firm where I can use my skills to their full potential.  
Born November 6<sup>th</sup>, 1995 in Beirut.



### Contact

Beirut - Lebanon  
Madina Al Riyadiya  
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### Skills

Completed a Course in:

- Computer literacy
- Linux LPI-1
- Comptia A+
- Communication art and interpersonal

Excellent in using office programs and internet

Seek knowledge and self-development  
Fast thinking, analytical reasoning,  
hardworking, teamwork, problem  
solving and adaptability to any  
situation



### Languages

French - English - Arabic  
Written and spoken



### Work Experience

#### Total Liban – Headquarter

Achrafieh, Lebanon

Finance Department

- Stock Accounting/ Invoices / Taxes / Reconciliation
- SAP System
- SSC Ticketing Beirut <-> Philippine
- Remco Sarl – Accounting Payments / Posting documents
- Reporting
- Month end financial close

Aug 2018 - Date

#### Société Générale de Banque au Liban

Hamra, Lebanon

Internship Program: Back office, Teller and CSO

July 2017 - Sep 2017

#### Ana Aqraa Org (Unicef)

Beirut, Lebanon

Social Services

June 2016 - Aug 2016

#### Kabalan Home

Beirut, Lebanon

IT Department

- Computer Maintenance
- Network System

July 2015 - Sep 2015



### Education

#### Master's in Business Administration (Finance/Accounting)

Saint Joseph University

2018 - Date

#### Bs in Business Administration and Management

Saint Joseph University

2015 - 2018

#### Information Communication Technology

2 years of Education

American University of Science and Technology

2013 - 2015

#### Lebanese Baccalaureate

Economics and Sociology  
Saint Elie Btina

2013



### Hobbies & interests

I love walking, swimming and playing piano.