



Rabih Maalouf

Profile

I'm a multi-disciplinary individual who likes to engage in challenges, analyze, and come up with creative and suitable solutions. I focus on optimizing efficiency by creating or improving business structure and design, developing strategies, and building an effective team with clear objectives.

Over my 11 years of experience in multiple industries, I have accumulated a fair share of workplace knowledge that helped me develop my understanding of the high impact of a clear vision, leadership, efficiency, translated to effective job delegation followed by performance evaluation and how this cycle leads to a healthy workplace culture and enhanced customer satisfaction.

I am experienced in project management, business design, budgeting-setting targets, optimizing the operations, forming and analyzing financial statements, team building and creating short term objectives to achieve long term successful strategy of a company.

In our globalized highly competitive environment staying up to date is a must, I am currently pursuing my CMA certificate to enhance my financial management skills.

Employment History

Project Manager/Consultancy -Education & Cultural projects- at-Goethe-Institut , Beirut-Lebanon

December 2018 — Present

Managing projects related to the educational sector, specifically entrepreneurship education & coaching, in addition to forming and developing international and local collaborations.

- Managing budgets.
- Conducting feasibility studies.
- Initiating-developing-implementing workshops.

Management Consultant - Lighting Design & Supply - at Alta Light s.a.r.l, Beirut-Lebanon

May 2019 — October 2019

Core strategy development, business restructuring, and improving operational business capabilities by Integrating ERP & Accounting software to enhance performance.

- Created financial reports.
- Developed strategies to formulate KPIs.
- Developed budgets and set targets.
- Developed a sales strategy to meet targets.

Details

Beirut , +961 70 626 605
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Date of birth
31-07-1984

Links

[LinkedIn](#)

Skills

Cognitive flexibility
Creativity
Interpersonal Skills
Emotional Intelligence
Complex Problem-Solving
Critical Thinking Skills
People Management

Hobbies

Chess and outdoor activities.

Languages

Arabic
English
French
German

Head of Operations - Manufacturing - at Tree Design House s.a.r.l, Zalka-Lebanon

August 2017 — June 2019

Created and developed the business structure and design of the company to reduce waste and maximize profits. Developed and implemented a product costing system, set budgets-targets and produced financial reports, in parallel with handling daily operations.

- Coordinated with heads of function for strategy development and implementation.

Project Coordinator - Entrepreneurial consultancy - at- Goethe-Institut, Beirut-Lebanon

May 2018 — July 2018

Entrepreneurship education In collaboration with Goethe Institut-Lebanon and Stockholm School of Entrepreneurship (SSES).

- Entrepreneurship Coaching of 25 students aged 16-18 from 4 different Lebanese schools.
- Lectured about teamwork and collaboration.

Senior Project Coordinator - Construction & Renovation - at North Fitness, Koura-Lebanon

January 2018 — May 2018

Coordinated and managed effective communication between lead Architect and client.

Maintained and monitored project budget, schedule and expenditures.

- Developed Business plan and strategy.
- Responsible for the financial health of the organization.

Operation Manager - Health care sector - at Spine Care Centre, Beirut-Lebanon

January 2016 — August 2017

Managed daily operations and lead the team of admin & accounting. Managed the communication between Doctors & physical therapists effectively. Focused on business development and increasing sales, through best practices strategy and by analyzing financial statements.

Accounting and Admin Manager - Manufacturing - at A-Pro & Binaa Construction Company, Nigeria-Africa

January 2015 — December 2015

Lead and managed the accounting & admin department. Developed budgets and managed cash inflow/outflow, while collaborating with the SCM to increase efficiency and to reduce waste. Directly supervised and audited the production cycle from procurement to finished goods.

Back office analyst - Private Banking & Wealth Management - at Cedrus Invest Bank, Achrafieh-Sofil Street-Lebanon

June 2013 — November 2014

Audited the work of the front office and trading department, and reduced the risk of market volatility Vs. client's portfolio by analyzing data (Equities,

fixed income, derivatives, and structured products) and reported directly to Head of Operations.

Middle Office Officer - Financial Institution - at Gulf Finance and Investment Company, Beirut central district-Fosh Street-Lebanon

July 2012 — June 2013

Calculated profits and losses, managed risks and IT resources. Prepared daily reports to management.

Back office - Financial Institution - at AMfinancials, Beirut central district-New Starco Building-Lebanon

January 2011 — June 2012

Provided administrative support, handled procedures and reports with banks and financial institutions according to preset standards and workflows. Identified and reconciled discrepancies in trade recording (spots, futures & stocks).

Accountant - Fashion Design & Manufacturing - at Houchaime Design, New Jdeideh-Lebanon

May 2009 — December 2010

Education

Bachelor's degree, State University of New York Empire State College, New York

January 2007 — March 2010

Business Management & Economics.

Bachelor's degree, Amercian Universtity of Science and Technology, Achrafieh-Lebanon

August 2004 — December 2007

Business Accounting

Saint Joseph School, Cornet Chehwan-Lebanon

January 1989 — September 2004

Courses

Entrepreneurship in Jordan's Everyday School Life, Institut Fuer Oekonomische Bildung

August 2019 — August 2019

Project Management Fundamentals (PMBOK Guide) PMP prep, ESA BUSINESS SCHOOL

October 2016

Leadership psychology, Psychology world

June 2016

Lebanese Financial Regulations, ESA BUSINESS SCHOOL

December 2013

Introduction to Financial Investment, The Chartered Institute for Securities & Investment (The CISI)

March 2013