



# IMAD ISMAIL

BUSINESS - FINANCE

## PERSONAL PROFILE

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Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to thrive in the field of Finance.

## CONTACT

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Mcharafieh  
Beirut, Lebanon



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/in/imad-ismail-29986118b

## EDUCATION

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Saint Joseph University  
Bachelor's in Business  
Administration (english) | 2019

Lycée Verdun  
Baccalaureate in Sciences with  
Distinction | 2019

## SKILLS

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- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Computer skills: efficient work in Microsoft Office applications

## WORK EXPERIENCE

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### **Matrix Energy and Automation, Marketing Executive**

DEC 2018 - JUL 2019

- Maintained and organized numerous invoices and outvoices
- Estimation of client quotations
- Constantly updated the company website
- Monitored & created ongoing marketing and advertising campaigns

### **Café Najjar, Sales Assistant - Intern**

JUL 2018 - SEP 2018

- Identified the company's strengths and weaknesses in Beirut and North Lebanon areas by executing surveys
- Assisted in filling the gap with competitors by presenting ideas and solutions

## REFERENCES

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Available upon request.

## WORK EXPERIENCE

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### **BBQ House, Waiter**

FEB 2018 - MAY 2018

- Provided excellent customer services by taking orders, making order suggestions based on preferences and regularly checking up on customers
- Achieved great customer satisfaction by greeting them, keeping the tables arranged and clean
- Ensured all regulations and demands are met by frequently communicating with staff

### **Deek Duke, Waiter**

JUN 2017 - AUG 2017

- Provided excellent customer services by taking orders, making order suggestions based on preferences and regularly checking up on customers
- Achieved great customer satisfaction by greeting them, keeping the tables arranged and clean
- Ensured all regulations and demands are met by frequently communicating with staff

## HOBBIES & ACTIVITIES

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- Football, table tennis and reading
- Gold medalist at football tournament with Hoops soccer academy
- Volunteer at Syrian refugee camp - Zahle with Himaya
- Social entrepreneurship seminar at Beirut Digital District