

RALPH RAHME

PERSONAL INFORMATION:

♦ **Full Name** : Ralph Nazek Rahme
♦ **Marital Status** : Single
♦ **Date of birth** : September 25, 1992

EDUCATION:

➤ **Degrees in progress:**

[2016-present] **MBA-International Business Law**

Sagesse university, Furn El Cheback, Beirut-Lebanon.

➤ **Degrees earned:**

[2011 – 2014] **gestion des entreprises, comptabilite et finance**

Al-Kafaat University , Ain Saade, Beirut – Lebanon.

[2010 – 2011] **BT3**

College central, Jounieh, Keserwan-Lebanon.

WORK EXPERIENCE:

[DECEMBER2018-PRESENT]

A.N.BOUKATHER S.A.L.

NAHER EL MOT–Lebanon.

FORD MOTORS.

SALES CONSULTANT (new auto sales division)

➤ **Duties and responsibilities:**

- Cultivate relationships with new customers to achieve sales objectives.
- Strategically negotiate with customers to close on deals and increase sales.
- Qualify and follow up on warm walk-in and internet leads regarding new vehicle.

[MAY2017-MAY2018]

BLOM BANK S.A.L.

Zaitouna bay–Lebanon.

sales and business development.

➤ **Duties and responsibilities:**

- Salary domiciliation, opening accounts, compliance, control and accounts investigation.
- Marketing(door to door) and telemarketing sales.
- Product knowledge in personal loan, credit card, pos, housing loan.
- Analyzing and studying files (workflow) concerning personal loan, credit card, car loan.

[January 2015 – december2016] National Bank of Kuwait Under the registered official Quick clean services CO. for administrative services . Jdeideh – Lebanon

➤ **Duties and responsibilities:**

- Opening of account application for clients (assistant manager).
- Standing order application and drafts (assistant operation officer).
- Filing KYCs, FATCA applications, LOAs and POAs.
- Handled the customer service of the clients inside and outside of Lebanon.

[August 2014]

BDO Semaan, Gholam & Co

Beirut - Lebanon

Internship as an auditor for my university diploma

➤ **Duties and responsibilities:**

- External audit
- Bank reconciliations
- Data entry

[September 2009-Present]

Rebound

Beirut – Lebanon

Assistant Manager

➤ **Duties and responsibilities:**

- Managing cash deposits of customers including students training, cafeteria, and reservation courts.
- Assisting The General Manager in employee's salaries.
- Controlling cash transactions between the accounting and the program.
- Preparing monthly inventory and insert it in the system.
- Coordinating Birthday Events.

Languages:

1. **English:** good reading, writing and speaking skills.
2. **French:** good reading, writing and speaking skills.
3. **Arabic:** excellent reading, speaking and good writing skills.

Computer Skills:

- Microsoft Office “excel, word, power point”
- Stock Management and payroll system “Megasoft”

About Me:

- Adaptable.
- Motivated.
- Responsible.

Tips:

- Available upon request.

