

CURRICULUM VITAE



Name: Anthony Rizkallah

Date of birth: 20th of May 1992

Marital status: Single

Nationality: Lebanese

Gender: Male

Address: KAHALE, Lebanon

PHONE: (+961) 71/106 926

E-MAIL: anthony_rizkallah92@hotmail.com

OBJECTIVE

I am looking for a position where I can utilize my skills, management and staff recruitment and provides me sample opportunity to apply all my organizational experience I gained over time, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment

EDUCATION

2011-2016: BA in business and management (Graduated in July 2016, AUL UNIVERSITY-"Arts, Sciences & Technology University in Lebanon")

2008-2011: BT3 Sagesse techniques, Technique hoteliers

EXPERIENCE:

January 2019 till now: presidency of the council of ministers - Central administration of statistics (international labor organization). (Data Entry Officer, Data analysis).

Lebanese Palestinian dialogue committee: Data Entry Officer, Data analysis.

2013- 2017: Pharmacy St. Andre (Aid Pharmacy and cashier)

- Cash control
- Checking invoices

2008-2011: Catering Coordinator

- Aquarium
- Lausanne

2011-2012: Snack chez Anthony (Owner)

2008-2011: Mini-Market (Family Business)

- Monitor and review Inventory and maintain the stock control
- Checking invoices
- Reconciliation with suppliers
- Preparing payments
- Cash controller

LANGUAGES

Arabic : Spoken, Read & Written fluently.
French: Spoken, Read & Written good.
English: Spoken, Read & Written good.

COMPUTER SKILLS

1. Office: Microsoft Word, Excel, Power Point, Access.
2. Typing Arabic and English very well.
3. Good search tools in internet.
4. Blogging and managing through word express.

PERSONAL ASPECTS

1. Liking and devoting group working.
2. Capable of communicating and connecting with others.

Hobbies: Sport, Hunting, Music, Sightseeing

REFERENCES AVAILABLE UPON REQUEST