


Ali Maatouk

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PROFESSIONAL SUMMERY

Ali is a Banking and Finance graduate, who recently got accepted to the MBA program at the American University of Beirut.

Ali is a human rights activist in Beirut and has helped many NGOs and humanitarian cases all across Lebanon. His combination of humanitarian work knowledge with strong organizational and social skills has enabled him to enhance social functioning and overall well-being of the Lebanese unprivileged communities.

WORK EXPERIENCE

02.2019-04.2019

BLOM Bank, Retail Banking, Hamra, Lebanon.

Customer Coordination Trainee

- Conducting Salary Domiciliation data entry.
- Organizing Clearance letters issuance and mailing
- Coordinating with 226 BLOM Bank Branches
- Handling customer complaints and phone calls
- Assisting the department manager

05.2017-07.2017

United Nations Development Program, Centre Ville, Lebanon.

Procurement Intern

- Preparing requests for quotation, requests to bid, and invitations to tender
- Creating price comparison tables and purchasing process descriptions
- Carrying out written and verbal follow-ups with suppliers on daily basis
- Securing company records and offers from vendors
- Receiving invoices and finalizing the work of a case
- Maintaining accurate projects records
- Auditing projects budgets and price lists

EDUCATION

08.2020-08.2021 expected

American University of Beirut (AUB)
MBA
Master's in Business Administration

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10.2017-06.2019

Arts, Sciences & Technology University in Lebanon (AUL)
BA
Banking & Finance
(Graduated successfully with High Distinction and 1st rank)

10.2015

University of Cambridge
Cambridge English Placement test – C2 level (90th percentile)

CORE QUALIFICATIONS

Languages

Arabic, & English

Computer Competencies

Microsoft Office, Outlook, Photoshop, Internet, AS-400.

Skills

Social Media Marketing, public relations, photography,
visual communication, cultural awareness and social diversity.

Certificates

Cultural Awareness and working in multicultural environments
issued by United Nations.