

Rayan Abbass Abdallah

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Objective

I am seeking a full-time position where I can use my talents and skills to grow and develop. I am looking forward to working in a challenging environment where I can have a major role in achieving the company long term and short-term goals. I believe that I will be a valuable addition to the company I will work with.

Experience

Purchase Order Administrator at MODEC S.A.R.L/ procurement officer. **July 2017-May 2019**

- Follow Up (credit notes & purchase orders)
- Audit (invoices & delivery notes)
- Dealing with suppliers & sub- contactors
- Preparing BOQ
- Filing
- Billing
- Preparing maintenance reports and statements

Trainee in Blom Bank for one month. **September 2016 – October 2016**

- Dealing with customers
- Follow up
- Collection

Trainee in Credit Libanaise Bank for one month in four different departments. **July 2014 – August 2014**

- Car loan
- Housing loan
- Customer service
- Teller

Education

CFA Level I **October 2018 - Present**

Graduated Master 2 from Lebanese University **October 2016 – April 2018**

- Finance and Financial Institutions

Graduated Master 1 from Lebanese University **October 2015 – July 2016**

- Finance and Financial Institutions

Graduated BA Degree from Lebanese University **October 2012 – July 2015**

- Finance and Financial Institutions

Achieved Honor-list

Graduated from Al Abbassiyeh High School **September 2011 – June 2012**

- Sociology and Economics

Skills

Computer Skills:Microsoft Word, Excel, Access,PowerPoint, Internet, SPSS, Eviews.

Languages: Fluent in English, Arabic native language, French Intermediate, Italian Fair.

Skills: Team player, Risk taker, Creative, Original thinker.

Personal Information

- Nationality: Lebanese
- Date of birth: 31 January 1995

References

Dr. Marwan Chbaklo (CFA instructor) 03/246796
Dr. Michael Bou Fadel (CFA instructor) 70/393683
Prof. Ali Awdeh (Lebanese University) 03/953827
Hussein Shaer (MODEC HR) 70/138282
Mike El Bacha (Credit Libanaise) 03/314335