

Anthony Zina Rahme

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EDUCATION

Sept 2015 - Dec 2019

Byblos, Lebanon

Lebanese American University

Bachelor of Science (BS) in **Business**, with an emphasis in **Management**.
CGPA: 3/4.

Sept 2000 - May 2015

Ghazir, Lebanon

Antonine Sisters School Ghazir

Lebanese Baccalaureate, Sciences Stream, Sociology and Economics
Specialization.

EXPERIENCE

June 2019 - Present

*Halat, Jounieh, Zouk
Lebanon*

Helium SARL - Manager

- Coordinate with the employees in the three different branches to promote daily schedules and trainings.
- Direct weekly meetings to discuss day to day operations with employees and senior management.
- Partner with the marketing team and designed business plans as well as innovative advertising campaigns.

June 2019 – Present

Kaslik, Lebanon

James Re Satellite Company – General Manager

- Managed the technical staff by setting appointments with clients and setting daily schedules.

Sept 2015 - Present

Ghazir, Lebanon

Antonine Sisters School Ghazir - Coach

- Coach kids and young men aged between 4 and 18 years old.
- Teach strategies, techniques and tactics that will improve game play, and participate in national tournaments.

Jan 2019 – June 2019

Dbayeh, Lebanon

Athletico Sport Company SAL - Accountant

- Recorded transactions in the journal and updated ledger accounts.
- Revised vouchers, check payments, receipts and bank statements reconciliations.

July 2018

Kaslik, Lebanon

Support - Insurance Company Intern

- Communicated on a daily basis with several clients regarding insurance policies.
- Followed a detailed training on customer relations.

EXTRACURRICULAR ACTIVITIES

Sept 2018 - Present

Ballouneh, Lebanon

Anta akhi - Volunteer

- Participated in activities and helped people with special needs.
- Helped the organization volunteers with task related to planning and arrangement.

Aug 2015 – Dec 2019

Byblos, Lebanon

Lebanese American University (LAU) Varsity Soccer Team - Athlete

- Competed in EuroESADE Tournament in Barcelona, and Belgrade Sports Tournament.
- Competed and finished third place in Croatia, EuroZAGREB Tournament.

Sept 2014 - Sept 2017

Ghazir, Lebanon

Scout de l'Independance - Mar Elias Ghazir - Team Leader

- Team leader of young men aged 18, focusing on preparing several sessions and camps.
- Concentrated on volunteering, and organized several fund raising and charity events.

SKILLS AND INTERESTS

Computer skills: Microsoft Office: Power Point, Word, Excel.

Languages: Fluent in Arabic and English.

Interests: Volunteering, Traveling, Sports.