

## **Sodki Tarabay**

**Sawfar, Lebanon**

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### **Education:**

- **University Of Balamand**  
Expected Bachelor's Degree in Mechatronics Engineering in 2021
- **Lebanese Bachelor Bac II.**  
Life-Science with Distinction

### **Extracurricular & Academic Activities:**

- Certificate of participation in LAU Science Fair
- Certificate of participation in MUN and MAL

### **Experience:**

#### **Rj Group Plus(June 2019/March2020)**

- **Sales man**
  - Buyer-Seller Agreements
  - Control over the inventory database
  - Implementing the sales and marketing strategy
  - Handling online sales and delivery orders
  - Customer service and conflict handler

#### **Expertel Group**

- **Operational Officer**
  - Guaranteeing guest satisfaction and providing professional mobile services
  - Cashiering

#### **Sohat Village Restaurants and Resorts (2015-2017)**

- **Headwaiter and Room Service**
  - Supervising the performance of waiters and communicating directly with the owners
  - Serving customers and delivering food orders

### **Skills:**

- Industrial automation (PLC, CFC Machines)
- Programming skill (C++, C, VHDL, Python) -professional in C Language
- Microsoft Word, Excel, PowerPoint.
- Languages: Fluent in English and Arabic (Speaking, Reading, Writing)

### **Achievements:**

- Scored the highest grade in the official exams in Irfan High school
- Obtained a 50% scholarship at University Of Balamand in Mechatronics Engineering.

### **Social Work:**

#### **Rotaract Aley (Jan 2020-Present)**

- Member in the Professional Development, finance and community Service Committee

