

Hadat, Al Ein square, Lebanon

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Maroun Gebrayel Moussallem

Personal Information:

Date of birth: 2nd of July 1994

Marital Status: Single

Nationality: Lebanese

Objective:

A hardworking, sociable, creative and active person; open minded and willing to learn. Good communication skills, with the ability to interact with people from different backgrounds.

Education:

Fall 2019: MBA in Financial Engineering specialization
Université La Sagesse – Tohwita (ULS)

2012-2015: Bachelor Degree-General business, Financial Economics specialization
Université La Sagesse – Tohwita (ULS)

2007 – 2012: Lebanese baccalaureate II, Socioeconomics (SE)
Collège de la Sagesse Brasilia, Baabda

Extra Education:

February 2018 till May 2018: Basketball Coaching Diploma with the French Federation
Antonine University –Sports Academy School–Baabda (UA).

July 2017: Basketball Coaching Diploma with Coach Ghassan Sarkis
Antonine University –Sports Academy School–Baabda (UA).

May 2017: Best speech contest-2nd position (French edition)
Université La Sagesse – Tohwita (ULS).

Experience :

January 2016 till Present: Accountant at Beirut Mount Lebanon Water establishment:

ERP system – Navision:

- Facilitate and complete monthly close procedures.
- Analyze revenues, commission and expenses to ensure they are recorded appropriately on a monthly basis.
- Prepare monthly account reconciliations.
- Assist with financial tax and audits.
- Establish tables of accounts and assign entries to proper account.
- Comply and analyse financial information to prepare entries to book of account such as general ledger accounts, documenting business transactions.
- Standard journal entries.
- Analyze daily banking transactions and journal entries.
- Prepare monthly sales report into excel spread sheet for analysis.
- Verify and reconcile vouchers.

December 2020 till Present: Social Media Account Manager at Token Restaurant:

- Perform research on current business benchmark trends and audience preferences
- Design and implement social media strategy to align with business goals
- Set specific objectives and report
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos, news and giveaways)
- Monitor web traffic metrics
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications

November 2015 till December 2015: internship at Hotel Dieu de France Hospital
-Finance Department-

October 2014: Telesales agent part timer at bank Of Beirut

Summer 2013: Sales during events with Roadster Diner

Summer 2012-2013: Waiter with Larissa catering

Performing the following duties:

- Welcoming customers and thank them for their visit
- Take the orders from guests, and serve them with the company's standard steps
- Take feedback from our guests
- Team work is a main thing to let our job gets easy

Extra Activities:

October 2021 till Present: Statistician with Beirut Basketball women team – 1st division

June 2018 till Present: Assistant Coach and Statistician with coach Jihad Tabet
Al Chiyah Basketball Club: Women(2nd Division) / Men(3^d Division).

July 2020 till Present: Head Coach at Al Chiyah Basketball Academy

- 2007-2008 Team
- 2010-2011 Team
- 2012-2013 Team

July 2019 till Present: Assistant Coach with Coach Jihad Tabet

- Elite Basketball Academy: 2007-2008 Team

July 2019 till Present: Head Coach at elite Basketball Academy

- 2009-2010 Team

July 2019 till Present: Head Coach at elite Basketball Academy

- 2012-2013 Team

June 2018 till 2019: Assistant Coach with Coach Jihad Tabet
Sagesse Brazila School Basketball Youth Team.

December 2018 till 2019: Head Coach at Sagesse Brazila School - Basketball Youth Team.

May 2017 till June 2018: Basketball coach at “Nadi Al Adab Wal Riyada” Kfarshima

- team 2004.

Interests:

- Active on Zomato, Connoisseur level13
- Owner of Onebitelb Instagram Page (Foodie)
- Surfing the web: Train Engineering, Basketball Coaching Clinics, Social Media
- Playing Sports: Basketball, Gym and Hiking
- Reading Books
- Sports (basketball, football, Formula 1)
- Music

Technical Skills:

- Microsoft office: Excel, Word and Power Point
- Social Media Platforms: LinkedIn, Facebook, Instagram, Twitter, Tiktok
- Videos and Photos Creation: Shooting and Editing

Linguistic profile:

- Arabic-Lebanese: Native
- English: Mid-Range
- French: Mid-Range