

ANTOUN ABI KHALIL

Profile

Detail-oriented, committed, and self motivated, currently studying a degree in Business Administration, focused on Management Information Systems, Seeking a vacancy, an entry-level vacancy or an internship at your respectful company where I can utilize my knowledge and apply my technical skills acquired from my working experience.

Experience

ASSISTANT SALES MANAGER

I-Focus Production Studio & Workshops, Kahaleh, | September 2018 - Present

- Greet customers and help them find items in the store.
- Provide customers with information about items.
- Serves customers by selling products and meeting customer needs.
- Assure customers satisfaction.
- Collect cash from customers.

ASSISTANT PHOTOGRAPHER/VIDEOGRAPHER

| September 2018 - Present

- Setting up photographic equipment.
- Take photos of clients or objects in studio environments.
- Discussing requirements with clients.
- Editing and retouching images.
- Choosing and setting up locations.
- Providing instructions to photographic subjects.

BOB FINANCE AND WU SYSTEM OPERATOR

| September 2018 - Present

- Sending money into BOB Finance (P-OS) System and Western Union data program.
- Checking ID's type (National Identification Card, Passports, Army card, etc...) and the validity of ID's before proceeding
- Paying bills into BOB Finance System (insurance bills, mobile phone bills, university tuition, etc...)
- Assure the right documents delivered
- Check all cash out from customers
- Calculate the daily total amount and profit.

SALES MAN

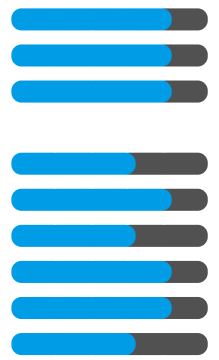
Toys and Beyond, Kahaleh | 2015 - 2017

- Provide customers with information about items.
- Serves customers by selling products and meeting customer needs.
- Assure customers satisfaction.
- Collect cash from customers.
- Calculate the daily total amount and profit.

Skills

Technical Skills

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Java basics
WordPress
Pantheon
NetBeans
Time Management
Adobe Photoshop (CS6,CC)



Languages

Arabic
English
French
Italian (Reading)



Additional activities

- Swimming
- Basketball
- Football
- Guitar Player
- Songwriting
- Hiking and Camping
- Photography and editing
- Videography

Contact

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✉ antoun.ak27@gmail.com

Personal information

Gender

Male

Nationality

Lebanese

References

Available upon request

Education

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT INFORMATION SYSTEMS

Lebanese International University, Sin El Fil, | October 2019 -
January 2023

LEBANESE SECONDARY DIPLOMA, ECONOMIC SCIENCES (FRENCH)

Ecole Don Bosco, Kahaleh | 2017 - 2019

WEB DESIGN

Act For Lebanon, Beirut | 2020 - Present

Organization that teach how to develop a Complete
Website using **WordPress** as a website Developing
platform and **Pantheon** as a Web Hosting Server

Certifications & Achievements

Information Systems Auditing, Controls and Assurance

offered by **The Hong Kong University of Science and
Technology** through **Coursera** for online courses October-
2020 – January-2021

Introduction to Data Analytics for Business

offered by **University of COLORADO BOULDER** through
Coursera for online courses October-2020 – January-2021

Business Analytics for Decision making

offered by **University of COLORADO BOULDER** through
Coursera for online Courses October-2020 – January-2021

Introduction to Data Analysis using Excel

offered by **Rice University** through **Coursera** for online
Courses November-2020 – January-2021

Introduction to AI & Data Science

Offered by **Unihance** and Issued on Friday, July 30, 2021

Machine Learning for Business Professionals

offered by **Google Cloud** through **Coursera** for online
Courses October-2020 – January-2021

Initiating and Planning Projects

offered by **University of California Irvine** through **Coursera**
for online Courses November-2020 – January-2021

Managing Machine Learning Projects with Google Cloud

offered by **Google Cloud** through **Coursera** for online
Courses October-2020 – January-2021

Cisco Networking Academy Get Connected course

offered by **Cisco Networking Academy** through the
Lebanese International University November-2020 –
December-2020

Accounting and Finance for IT Professionals

offered by **ISB University** through **Coursera** for online
Courses November-2020 – January-2021

Behavioral Finance

offered by **Duke University** through **Coursera** for online
Courses November-2020 – January-2021

Financial Markets

offered by **Yale University** through **Coursera** for online
Courses November-2020 – January-2021