

Roudy R. Rizk

12 July 1993



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+ 961 70 277 255



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LinkedIn

Roudy Rizk

ADDRESS

Beirut, Lebanon

LANGUAGES

Arabic (native)
English (fluent) - toefibt 111/120
French (fluent) - delfB2

Professional Summary

Over 6 years of managerial and administrative experience in the largest telecommunication company in Lebanon. Results driven and recognized for consistent performance, new business acquisition, and most of all, committed to professional excellence.

Work Experience

May 2018
-
Oct 2021

Chief Operations Manager
OGERO TELECOM, JOUNIEH, LEBANON

- Maintaining high level of control through daily observations
- Delivering exceptional assistance and guidance to staff
- Issuing "work order permits" and "daily work orders"
- Evaluating management reporting; spearheaded action-oriented initiatives
- Overseeing the installation of telecommunications equipment and facilities when network damages occur
- Planning maintenance on existing structures after sightseeing the damages

July 2016
-
May 2018

Human Resources Specialist
OGERO TELECOM, BEIRUT, LEBANON

- Conducted day to day operations of the HR functions
- Compiled and updated employee records (hard and soft copies)
- Processed documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations...)
- Coordinated HR projects (meetings, training, surveys...)
- Coordinated with candidates and scheduled interviews
- Hands on experience with an HRIS or HRMS

July 2015
-
Sep. 2015

Finance Department Intern
CENTRAL BANK, BEIRUT, LEBANON

- Participated in conferences, seminars and training programs on monetary and banking prospects, BDL regulations and circulars, financial monetary and banking policies.


Nov. 2014
-
July. 2015


Quality Control Agent
TOUCH MANAGED BY ZAIN GROUP

- Specific training sessions
- Monitored and assessed the "customer service" employees
- Focused on what requirements must be met to ensure customers satisfaction

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Proficiencies

- Leadership skills
- Negotiation and Persuasion
- Communication
- Business & Strategy Development
- Time Management
- Team management and dynamics
- Fleet Management System (technical proficiency)
- Oracle - Right Now (technical proficiency)

Education

2016 - 2018	Executive Masters in Business Administration AUL, Kaslik, Lebanon.
2012 - 2015	Bachelor Degree in Finance Usek (Holy Spirit University of Kaslik), Kaslik, Lebanon.
2008 - 2011	Diploma in economics and sociology Central College of Jounieh, Jounieh, Lebanon.