

Abdel Karim Kaissi

Beirut, Lebanon 
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I am an ambitious and enthusiastic professional actively searching for positions in finance, accounting, and related fields. Equipped with a Bachelor's Degree in Business Administration from USJ, I possess strong interpersonal communication skills, a confident approach, and a professional attitude. Eager to explore new challenges and contribute to a progressive organization, I am keen on showcasing my competence while effectively utilizing my skills to achieve organizational goals.

Experience

Booking agent / CMA CGM GBSL, Beirut : SEPTEMBER 2022- Present

- Handling standard and special bookings from Kenya/Tanzania – Turkey.
- Handling amendments received by the customers or internal departments.
- Actively working with the agency in Kenya including logistics and cargo readiness teams.
- Working on i-Auto Book project, preparing and handling daily reports including auditing.
- Training employees that newly join our team
- Participating in the CMA CGM foundation volunteer work in order to distribute food and blankets to the one in need

Tennis Coach: AUGUST 2021- Present

- Training adults and kids starting 3 years old by adopting the ITF system.

FIELD OFFICER/ UNHCR: FEBRUARY 2020- December 2020

- Preparing the location everyday to receive the refugees
- Helping the refugees with the required documents

Internship / Blom Bank, Beirut: JULY 2018 – SEPTEMBER 2018

- Responsible for sorting and organizing business-critical physical files, in addition to report and spreadsheet management.

Education

iOS App Development / Udemy: NOVEMBER 2021 - SEPTEMBER 2022

JULY 2019

Business Administration & Management / Université Saint-Joseph, Beirut

- Top 10% of the class

High School Diploma / College Saint-Elie Btina, Beirut: JULY 2016

Certificates

- **Google for Education:**
 - Google marketing Transformation - July 2019
 - Google Mybusiness Basics - Aug 2019
 - Google Analytics - Sep 2019
- **University of California, Irvine (Coursera)**
 - Project Management: The basics for success
- **University of Illinois at Urbana Champaign (Coursera)**
 - Marketing in a Digital World
 - Digital Media and Marketing Principles/Strategies

Languages

- **Arabic:** Native or bilingual proficiency
- **English/French:** Full professional proficiency