

Georges Bou Enek

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Education

Université Clermont Auvergne	Clermont Ferrand, France
M2 Development Economics	Graduation Date: September 2022
Coursera x IESE	
Strategy and Sustainability	Mars 2022
Coursera x Lund University	
Circular Economy – Sustainable Management Materials	February 2022
Coursera x EIT Digital	
Sustainable Digital Innovation	January 2022
Coursera x Copenhagen Business School	
Digital Competition in Financial Services	November 2021
Coursera x INSEAD	
Introduction to Blockchain Technologies	January 2021
Amideast Entrepreneurial Center	Beirut, Lebanon
Start Your Own Business	September 2017 – December 2017
Notre Dame University (NDU)	Zouk Mosbeh, Lebanon
Bachelor of Science in Economics	Graduation Date: June 2017

Professional Experience

Bou Enek est.	Beirut, Lebanon
<i>Operations Manager</i>	July 2017 – August 2020
<ul style="list-style-type: none">Assist corporations with HR services and duties towards the Ministry of Finance, the Ministry of Labor, the National Social Security Fund, and the Chamber of Commerce.Assist companies with their internal HR procedures.Supply contractors and real estate developers with sanitary ware products and pumps.Preparing invoices, delivery notes, and following up on deliveries.	
Bou Enek Finance	Beirut, Lebanon
<i>Co-Founder</i>	January 2016 – June 2020
<ul style="list-style-type: none">Money transfer with Western Union.Selling insurance policies and following up with existing clients.Contacting new clients and following up on new products and services.Selling and repairing mobile phones.	
Cargo Master Lebanon	Beirut, Lebanon
<i>Summer intern</i>	July 2016 – August 2016
<ul style="list-style-type: none">Familiarized with the shipping and logistics field through exposure to the services provided by the company.Prepared quotations and contacted shipping agents for freight forwarding services.Tracked shipments, quality of packing, and monitored any delays.Maintained relationships with existing customers as well as reaching out to new potential clients.	
Henry Heald and Co	Beirut, Lebanon
<i>Summer Intern</i>	September 2015 – September 2015
<ul style="list-style-type: none">Contacted and informed clients regarding the arrival and departure of cargo ships from Lebanon.Reviewed shipments and ensured accuracy with Bills of Lading.Evaluated financial health of clients through financial statement analysis.	
Allianz SNA SAL	Hazmieh, Lebanon
<i>Sales executive</i>	July 2013 – August 2015
<ul style="list-style-type: none">Selling insurance policies and following up with clients on new products and services.Advising existing clients on their life insurance policies.Contacting referrals from existing clients and reaching new clients by cold calling.	

Skills

Technical: Advanced in Microsoft Office Excel, PowerPoint, and Word; Working Experience with SPSS, Eviews, Stata, and Python.

Professional: Adaptability, Communication, Teamwork and Leadership, Time Management, Result oriented.

Languages: Native Arabic, Advanced English, Intermediate French, Novice German speaker