

# ***Nadim Kawkabany***

## **Contact:**

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## **Objective:**

Trying to find a junior position in Consulancy where I can develop my skills and apply my analytical and numerical approaches.

## **Summary:**

Hardworking and dedicated person who can function well solo or within a team. I am a quick learner with excellent analytical reasoning, good attention to details and great time-management skills.

Graduated with BS in Physics from the Lebanese University in 2019, which helps me find easy solutions for difficult and complex solutions.

## **Experience:**

<u>Al Rassy for Aluminum</u>	<u>Worker</u>	<u>07/2007-10/2015</u> <u>06/2021-present</u>
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### **Duties and Responsibilities:**

- Learned to check every detail.
- Teamed up with colleagues to maintain a high quality standard in our work.
- Weekly reports and check lists.
- Managed payments.
- Organized appointments.
- Meet the deadline and time management.

<u>Aitanit Municipality</u>	<u>Supervisor</u>	<u>09/2018-09/2020</u>
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### **Duties and Responsibilities:**

- Maintain vehicle equipment: replace oil, fill gas tank, and perform general vehicle maintenance as needed for safety.
- Supervise the work of the local and Syrian working staff.
- Coordinate work.
- Weekly and monthly reports.
- Archiving information.
- Respect deadline.

- Managing any upcoming conflicts.

<u>Freelancer</u>	<u>Private Tutor</u>	<u>04/2016-05/2020</u>
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**Duties and Responsibilities:**

- Teaching math and physics to students from grade8 to grade12.

**Language and Computer skills:**

- Fluent in Arabic and English
- Microsoft Word, Excel, Power Point, Outlook and SQL

**Core qualifications:**

- Integrity
- Initiative
- Persistence
- Commitment
- Ability to work under pressure
- Good team worker
- High confidentiality and non-discriminative
- Good planning, organizing and time managing
- Analytical reasoning
- Trust-worthy
- Quick learner

**Communication skills:**

- Excellent written and verbal communication skills
- Emotion control
- Confidence
- Good listener

**Volunteering:**

- Volunteered at Lebanese Red Cross.

**Scholarships:**

- HOPES scholarship funded by the European Union at the Lebanese University.

**References:**

- Available upon request.

