



Abdo Rached

BUSINESS MANAGEMENT



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As an ambitious and enthusiastic individual, I am seeking a challenging career within a progressive organization. Recent graduate of Bachelor of Business Administration with good interpersonal communication skills in addition to a confident approach and professional attitude. Seeking an opportunity to utilize these skills more effectively and working towards achieving organization goals.

WORK EXPERIENCE

- OCTOBER 2022- PRESENT**
FIDELITY
INSURANCE SALES CONSULTANT
 - Provided expert advice on insurance products and services, including life, health, property, and casualty insurance, based on clients individual needs and budget.
 - Developed and maintained strong relationships with clients, earning their trust and confidence through exceptional customer service and professional expertise.
- JANUARY 2018 - OCTOBER 2022**
IN OUT VISION
OUTDOOR SALES & FOREMAN
 - Build and sustain long-lasting relationships with new and existing customers based within an assigned sales territory.
 - Strategically negotiate with potential and existing customers to close sales. o Visit clients and potential clients to evaluate needs or promote products and services.
 - Schedule, coordinate and supervise the work of all site operatives.
 - Ensure that all work is delivered safely on time and within budget along with managing equipment and materials required.
- JANUARY 2022 - MARCH 2022**
PRODEMCO
JUNIOR ACCOUNTANT
 - Post and process journal entries to ensure all business transactions are recorded.
 - Update accounts receivable and issue invoices.
 - Update accounts payable and perform reconciliations.
 - Update financial data in databases to ensure that information will be accurate and immediately available when needed.

EDUCATION

- 2020-2023**
UNIVERSITY LA SAGESSE
Bachelor in Business
Administration – General
Business

SKILLS & LANGUAGES

- MicrosoftOffice: Excel, Power Point, Word
- PIMS (Accounting Software)
- Negotiation skills
- Networking
- Data interpretation
- Online research
- Attention to detail
- Arabic: Native
- French: Advanced
- English: Fluent