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## CHARBEL SOUEIDAN

**OBJECTIVE** Seeking a challenging career in a reputable organization to expand my knowledge, skills to gain practical experience , while making a contribution to achieve the organization's goal

### PROFESSIONAL ACHIEVEMENTS

#### CHEDID CAPITAL HOLDING- BAABDA, LEBANON

AUG 2022– PRESENT

Chedid Re- Account Executive

- ✚ Follow up with quality control
- ✚ Assist in developing new projects
- ✚ Follow up on assigned projects
- ✚ Conducting research, data analysis (Hit Ratio accounts)
- ✚ Offer insights to assist clients in achieving their objectives
- ✚ Maintain and improve available accounts, while resolving existing challenges

#### PROGRAM DEVELOPMENT MANAGER, BE BEIRUT (NGO)- ASHRAFIE, LEBANON JULY 2021– JULY 2022

- ✚ Contribute to strategic planning in the area of program development
- ✚ Inspect for funds collection
- ✚ Assess company's financial status
- ✚ Analyze investment plans
- ✚ Investigate for potential grants & Funds

#### OPERATIONS MANAGER, TOTAL GAZ STATION - DAOURA, LEBANON

NOV 2019– JAN 2021

- ✚ Oversee, plan and manage Station's operations
- ✚ Create and manage customer loyalty and rewards programs
- ✚ Plan Station's budget and authorize expenses according to this budget.
- ✚ Manage customer complaints and oversee the resolution of these complaints.
- ✚ Ensure that employees conduct standards are met at all times and implement the disciplinary policy
- ✚ Oversee the reporting of employee hours, manage payroll

#### FINANCE INTERN, PLATINUM OIL - BEIRUT, LEBANON

SEP 2018 – NOV 2019

- ✚ Perform Market Analysis
- ✚ Assess clients' needs
- ✚ Collect, analyzed and interpreted data to be presented to the finance department
- ✚ Present statement of accounts to the clients
- ✚ Manage all stock controls
- ✚ Oversee the distribution of the products

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**SKILLS**

- ✚ Negotiations
- ✚ Critical Thinking
- ✚ Communication
- ✚ Flexibility
- ✚ Computer Software & Applications

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**EDUCATION****LA SAGESSE UNIVERSITE - FURN EL CHEBBAK, LEBANON****Sept. 2016 – May. 2019**

- ✚ Bachelor degree in Business Administration
- ✚ Concentration in Banking and Finance
- ✚ Cumulative GPA : 3.24/ 4.0

**COLLEGE ELYSEE –HAZMIEH, LEBANON**

- ✚ Lebanese Baccalaureate in Life Sciences

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**EDUCATION  
EXPERIENCE**

- ✚ Perform ratio analysis and cash flow analysis
- ✚ Apply credit analysis to assess borrowers in real cases
- ✚ Work with time value of money concept
- ✚ Interpret financial ratio
- ✚ Explain the dividend policy

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**LANGUAGES****ARABIC**

- ✚ Native

**FRENCH**

- ✚ Fluent

**ENGLISH**

- ✚ Fluent

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**REFERENCES**

- ✚ Available upon request