

## Experience

### Noamani Currency Exchange

Currency and Forex Trading | 2023 – Present

- Execute foreign exchange transactions by buying one currency in exchange for another, with a focus on securing profitable trades for the company/client.
- Conduct thorough research on the market and currency dynamics to make informed trading decisions.
- Analyze pertinent financial data and trends associated with each trade to optimize outcomes.
- Skillfully manage risks and rewards of transactions to maximize profitability and minimize potential losses.
- Proficiency in forex terminology, including but not limited to concepts such as Bid, Ask, Spread, Pips, Points, Lots, Short Selling, and Leverage.

### Noamani Buildings

Assistant Logistics Management | 2022 – 2023

- Expertly strategize and oversee comprehensive logistics operations, employing efficient measures to optimize workflow and drive cost reduction initiatives.
- Diligently monitor inventory levels, delivery timelines, and transportation expenses, ensuring the punctual and cost-effective delivery of goods.
- Develop and implement innovative logistical solutions to enhance supply chain performance and bolster overall operational efficiency.
- Collaborate with cross-functional teams to streamline processes, foster productive relationships with suppliers, and maintain a seamless flow of goods.
- Employ data-driven insights to continually evaluate logistics performance, identify areas for improvement, and implement corrective actions to enhance productivity and customer satisfaction.

### Rentokil Boecker

Assistant Operation Management | 2022 – 2022, 4-month Intern

- Assist the Operations Manager in overseeing the daily operations of the organization.
- Efficiently schedule and coordinate projects to ensure smooth execution within established timelines.
- Ensure timely completion of assignments by effectively delegating tasks and monitoring their progress.
- Proactively follow up with customers who have submitted support tickets to address their concerns and provide assistance.
- Conduct customer satisfaction inquiries regarding the resolution provided and meticulously record feedback in the customer database.
- Collaborate with the team to enhance operational processes and maintain a high level of service excellence.
- Prepare comprehensive reports on operational activities and present them to the Operations Manager for review and analysis.

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## Education

### American University of Beirut | 2018 – 2022

- Bachelor's in Business Administration (GPA 3.1)

### Ikhlaa National School | 2018

- Lebanese Baccalaureate – Life Science

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## Extra-Curricular

### Lebanese American University | 2018

Model Arab League

- Leadership skills in public speaking and negotiations.
- Engaging with students from different schools and ages.

## Certificates

### **Udemy** | 2023

#### Complete Foundation for Forex Trading

- Gain practical experience by applying the acquired knowledge to Trade Live in Real Time, utilizing the structure of the FOREX Market to make well-informed predictions and execute trades effectively.
- Acquire a comprehensive understanding of essential forex terminology, including Bid, Ask, Spread, Pips, Points, Lots, Short Selling, and Leverage.

### **Udemy** | 2022

#### Microsoft Office 365

- Comprehensive Microsoft Office Course: Excel, Word, PowerPoint, and Access.

### **American University of Beirut** | 2019

#### Full Bridge U Program

- A comprehensive career preparedness course encompassing essential work management skills such as Effective Communication, Problem Solving, Project Planning, and more. This course aims to equip participants with the necessary tools and knowledge to excel in the professional world.

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## Skills

- Proficient in utilizing trading software platforms, namely Trading-View and Meta-Trader, to effectively execute trades in the financial markets.
- Knowledge in Microsoft Office Suite.
- Proficient in using CRM software and tools to maintain positive customer relationships.
- Knowledge of Microsoft SQL Server.
- Critical Thinking.
- Team Oriented.