

RACHID AL MOUALLEM

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EDUCATION

Lebanese American University, Beirut, Lebanon
BSc. in Business Studies – Management emphasis

Feb 2020 – June 2023
CGPA 3.0/4.0

EXPERIENCE

Sales Associate- Al Rasheed Water, Chehime, Lebanon

Feb 2020 – Present

- Proven track record of meeting and exceeding sales quotas
- Developed targeted sales strategies
- Utilized negotiation skills to close deals and upsell products/services

Office Assistant- Lebanese American University, Beirut, Lebanon

June 2022

- Organized and managed various events such as cap & gown ceremonies, reunions, and alumni dinners by handling logistics and related tasks

Waiter- Al Wafaa restaurant, Sidon, Lebanon

June – Aug 2021

- Provided exceptional customer service and served food promptly with attention to detail
- Collaborated with staff to ensure efficient service and maintained cleanliness
- Promoted menu items to maximize revenue

VOLUNTEER WORK & EXTRA-CURRICULAR ACTIVITIES

Member in the Marketing Club, Lebanese American University

Sep 2022 – June 2023

- Assisted in event organization to bridge the knowledge gap between theoretical education and practical needs

Member in the Event Organization Club, Lebanese American University

Sep 2022 – June 2023

- Assisted in organizing events for students to enhance campus life

Volunteer, Operation Big Blue

Feb – May 2022

- Cleaned the trash and recycled the plastic of the ocean

Volunteer, Dafa Campaign

Oct 2019 – Nov 2019

- Collected and donated clothes for homeless elderly people

Community Member, Adyan/Alwan

Oct 2017 – May 2018

- Participated in initiatives that fostered diversity, solidarity, and respect for human dignity

Community Member, National Evangelical Institute for Girls and Boys

Apr- May 2018

- Volunteered in tree-planting initiatives to promote sustainability and restore natural habitats.

Community Member, National Evangelical Institute for Girls and Boys

Feb 2019

- Rehabilitated a library by sorting and cataloging books and repairing equipment

Community Member, National Evangelical Institute for Girls and Boys

Jan 2020

- Provided relief aid and emotional support to Beirut blast victims

CERTIFICATIONS /AWARDS

- Junior Accountant – Practical Accounting Academy – Nov 2023
- Work Breakdown Structure (WBS) Certificate – Coursera – April 2023
- Creating a budget with Microsoft excel Certificate - Coursera – April 2023
- Project Scheduling: Estimate Activity Durations - Coursera – April 2023
- Inbound Marketing Certificate – HubSpot Academy – April 2022

SKILLS

Business: Sales and Negotiation, Communication, Team Management, Coordination, Multi-tasking, Problem Solving

Technological Proficiency: Windows & Microsoft Office (word, excel, power point, outlook)

LANGUAGES: Arabic and English (fluent) and French (basic) and German (basic)

Reference available upon request