

Saleh S. El Soudani

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EDUCATION

2019-2023

Beirut, Lebanon

**Cardiff Metropolitan University in U.K.
Modern University of Business and Science**

Double degree

Bachelor of science in Management

Academic focus and objectives

- Strategic Management
- International Management
- Project Management
- Leadership and Team Building
- HR Management
- Quality Management
- Entrepreneurship

2017-2019

Beirut, Lebanon

American University of Science and Technology

Engineering in Electricity

2014 - 2017

Beirut, Lebanon

Abed Hadi Debes Vocational and Training Center

Technical Baccalaureate Diploma (BT3)

Academic focus and objectives

- Electricity

PROFESSIONAL EXPERIENCE

12/2023-04/2024

Beirut, Lebanon

TELECEL GLOBAL LIMITED

- . Rating & Revenue Assurance
- . Revenue
- . Invoicing
- . Management

04/2023-09/2023

Rafic hariri airport

MEAS/RAFIC HARIRI AIRPORT

At Seven seas shipping in THE Middle East cargo center

IMPORT, EXPORT AND SHIPPING

- Customs valuation,
- Customs declaration,
- International trade consultation,
- Tariff classification,
- Handle all automatic customs clearance,
- Freight management,
- Import and export purchase order management

09/2020 – 03/2023

Beirut, Lebanon

Acugate SAL

Project Coordinator

- *Research Information*
- *Perform administrative tasks*
- *Data Collection*
- *Data Entry*
- *Bookkeeping and issuing invoices*
- *Reporting project progress*
- *Support teams*
- *Complete tasks efficiently and in a timely manner*

05/2022-06/2022

Bekaa, Lebanon

P.E.T.CO Lebanon SAL

Intern Assistant Project Manager

- *Assist in Preparing Strategic Reports*
- *Assist in strategic planning*
- *Assist in plan implementation*
- *Assist in launching the project*
- *Keep track of minutes and meeting schedule*
- *Assist in event planning*

SKILLS

COMPUTER SKILLS: Microsoft Office (Word, Excel and PowerPoint),

LANGUAGES: Fluent in Arabic, English and French (writing, reading, and speaking),

INTERPERSONAL: Good communication skills,

SPORTS: Hiking, traveling and camping,

OTHER INTERESTS: Cooking.