

MARIA ABI RIZK

Social Media Manager

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Achkout, Lebanon

WORK EXPERIENCE

Turnkey Project
2024 - Present

Administrative & Social Media Manager

Adept at coordinating administrative tasks, streamlining processes, and leveraging social media platforms to increase engagement and brand awareness.

Western Union HQ -
EMEA (Vilnius
Lithuania)
2022 - 2024

KYC - AML Associate KYC - AML Escalation Specialist

Digital Banking SME - Proficient in identifying, analyzing, and resolving complex compliance issues related to Know Your Customer (KYC) and Anti-Money Laundering (AML) regulations. Skilled in risk assessment, transaction monitoring, and conducting thorough investigations to ensure adherence to regulatory requirements.

The Mouthy Llama
(Dubai - UAE)
2020 - 2024

Marketing Executive

Adept at crafting compelling marketing copy, managing social media campaigns, and coordinating with creative teams to deliver effective marketing strategies. Proficient in creating visually appealing content and managing client accounts to ensure satisfaction and drive business growth. Strong organizational and communication skills with a proven track record of enhancing brand presence and achieving marketing objectives.

EDUCATION

Lebanese University
- Faculty of
Humanities

Bachelor of Arts in English Language and Literature

SKILL

Personal

- Management Skills
- Attention to detail
- Fast Learner
- Critical Thinking
- Communication Skills
- Leadership
- Problem Solving

Professional

- Administrative Organization
- AML - Digital Banking
- Enhanced Customer Due Diligence
- Compliance regulations
- Copywriting
- Account Management
- Basic Design
- Social Media

Languages

- English
- French
- Arabic