

OSMAN CHRAKIE

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EDUCATION

BEIRUT ARAB UNIVERSITY (BAU)

BS in finance. Class representative.

Tripoli, Lebanon

2022-2025.

RAWDAT AL FAYAA

Lebanese Baccalaureate, Sociology and Economics. Class representative.

Tripoli, Lebanon

2021

INTERNSHIP EXPERIENCE

REMAX REAL ESTATE

Coordinator Back Office

Tripoli, Lebanon

Aug 2024- Oct 2024

- Contacted clients to gather and verify comprehensive information, ensuring accuracy and timely follow-ups.
- Coordinated operations between agents to maintain a seamless workflow, improving team efficiency.
- Scheduled and organized photoshoots, aligning with business objectives and client requirements.
- Assisted in the creation of a weekly social media schedule, contributing to the overall marketing strategy.

AL BODON GROUP

Accounting Intern

Tripoli, Lebanon

Jul 2024 – Aug 2024

- Assisted in preparing financial reports, ensuring accuracy and compliance with accounting standards.
- Supported the accounting team in reconciling accounts and managing transactions.
- Maintained financial records and helped with data entry for accounts payable and receivable.
- Gained hands-on experience in budgeting, auditing, and financial analysis.

CHRAKIE MECHANICS

Operations Assistant and Retail

Tripoli, Lebanon

Jan 2022- Jan2024

- Performed routine car maintenance services, including oil changes, brake replacements, and mechanical parts repairs.
- Managed stock inventory, ensuring optimal levels for maintenance operations.
- Maintained and updated Excel sheets to track inventory, services, and other business-related data.
- Prepared profit statements, contributing to financial tracking and decision-making.

LEADERSHIP AND ACTIVITIES

BEIRUT ARAB UNIVERSITY

Student Activities Assistant

Tripoli, Lebanon

- Coordinated and managed student events, including graduations, ensuring smooth execution from planning to completion.
- Assisted in organizing various student activities, working closely with faculty and staff to meet event goals.
- Collaborated with different departments to handle logistics, scheduling, and communication for campus events.

SKILLS: Excellent communication skills, Strong problem-solving abilities, Adaptability in various situations, Effective time management, Collaboration and teamwork, Proficient research skills.

LANGUAGES: English, Arabic.

CERTIFICATIONS: IC3 digital literacy certification (certiport), Speak with Impact Mastering the Art of Rhetoric from Stage Fright to Stage Right