

RAWAD GHRAIRI

+96103069649 | rawadghrairi09@gmail.com | Beirut, Lebanon | [Rawad Ghrairi](#)

Education

Smart Institute 2022

Management and Organization: LT certification

Lebanese International University 2020

Bachelor's degree in Business-Management information system (MIS)

Experience

Intermediate Commercial Agent – CMA CGM GBS, Beirut, Lebanon March 2023 – Present

- Played a central role in the Bids and Tenders team, bringing specialized knowledge of tender processes and procedures.
- Built strong global exposure by collaborating with diverse teams and stakeholders across the CMA CGM network.
- Assigned additional responsibilities in internal auditing, ensuring compliance accuracy standards in tender documentation.
- Conducted training sessions for new hires, with trainees shadowing my daily operations to aid with their onboarding process.
- Managed client portfolios (which include GAP, Brunswick, 3M, etc.) and administered contracts valued from millions to hundreds of millions of USD.

Customer Service Specialist- ANNAN EXCHANGE, Beirut , Lebanon August 2021-February 2023

- Conducted daily currency exchange transactions with speed, accuracy, and professionalism.
- Processed money transfers (e.g, Western Union) and verified identity documentation.
- Maintained detailed transaction records and balanced cash drawers at shift close.
- Supported end-of-day financial reporting and regulatory filing tasks.

Sales Consultant- SAREB HUNTER STORES, Beirut , Lebanon August 2018-July 2021

- Provided expert sales support for firearms, ammunition, and hunting equipment.
- Handled firearms safely and responsibly in accordance with store and legal protocols.
- Assisted with inventory management, restocking, and merchandising displays.
- Maintained product knowledge of major firearm and outdoor brands to support informed purchasing.

Skills

- **Microsoft:** Highly proficient in advanced Excel functions, including data analysis, pivot tables, conditional formatting.
- **Time Management:** Skill in prioritizing tasks and completing them within set deadlines.
- **Problem Solving:** Capability to tackle challenges and propose effective and innovative solutions to complex issues
- **Other Skills:** Adaptability- Detail Orientation- Teamwork- Critical Thinking- Auditing- Willingness to Learn.

Languages

Arabic (**Native**), English (**Advanced**)