

Malek El Algui

Moroccan Nationality | +(961) 81 722 230 | Tannirmalek@gmail.com

EDUCATION

Lebanese American University | Beirut | Lebanon

Jan 2023 – June 2026

BS in Business Studies – International Business

Achrafieh High School | Beirut | Lebanon

2006 - 2021

Lebanese Baccalaureate in Social & Economic Studies

EXPERIENCE

Real Estate General Agency – Beirut, Lebanon

Sep 2017 - jan 2026

Sales Associate & Assistant

- Lead full-cycle execution of audience measurement studies—from questionnaire design to field work management, data analysis and insight reporting.
- Supported client property viewings, contract negotiations, and follow-ups.
- Assisted senior agents with sales documentation and marketing materials.
- Strengthened client relationships, contributing to higher satisfaction and referrals.
- Gained exposure to sales, rentals, and investment advisory.

ACC (Arabian construction company) - Beirut, Lebanon

april 2026 – August 2026

Junior Accountant

- Maintained accurate financial records and processed daily accounting transactions.
- Assisted with accounts payable and accounts receivable reconciliations.
- Prepared financial reports, bank reconciliations, and supporting documentation.
- Monitored invoices, payments, and expense tracking to ensure accuracy.
- Supported month-end closing activities and ensured compliance with accounting procedures.
- Collaborated with internal departments to resolve financial discrepancies and improve reporting efficiency.
- Utilized SAP ERP to record accounting transactions, process invoices, monitor accounts payable and receivable, and support financial reporting.

EXTRA CURRICULAR ACTIVITIES

Academic & Research Collaboration | Botanika/ Harrico/ Real Estate | Lebanon

May 2019 – Dec 2021

- Conducted research-based case studies focused on consumer behavior, media trends, and technology adoption
 - Analyzed quantitative and qualitative data to support structured insights and business-oriented conclusions
 - Translated research findings into clear presentations and executive-style summaries
 - Strengthened collaboration, time management, and analytical thinking skills through deadline-driven project work
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AWARDS & CERTIFICATES

Inbound Marketing Certificate | HubSpot

Apr 2023

- Completed a course in the fundamentals of inbound marketing authorized by HubSpot
- Learned fundamentals of marketing in practice, and in specific Digital Marketing

IBS Connect Program Certificate

May 2024

- Completed Soliya's Connect Program, developing cross-cultural communication, teamwork, and problem-solving skills in a global virtual environment.

SKILLS

- Languages: Native Arabic, Fluent English, Fluent French
- Technical Skills: Microsoft Office, Campaign Analysis and reporting, Adobe Photoshop.
- Soft Skills: Leadership, Client Relationship Management, Communication, Strategic Thinking, Creativity