

# Rayan Tarek Bouhairy

Beirut, Lebanon

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## Objective:

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Applying for a job at your company where I could put my theoretical and educational knowledge into practice.

## Education:

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Lebanese American University - Beirut, Lebanon 10/2015 – 04/2018

Bachelor of Business Management

Lebanese Evangelical School - Loueizeh, Lebanon 10/1999 – 06/2015

Lebanese Baccalaureate in Sociology and Economic

## Experience:

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Lebanese American University - Beirut, Lebanon 10/2016 – Today

*Office Assistant, Human Resource Department*

- Handled administrative tasks related to medical insurance and coverage, medical receipts.
- Responsible for documentation and filing of medical receipts.

BLOM Bank - Beirut, Lebanon 05/2017 – 07/2017

*Intern*

- Answered customer inquiries regarding their account transactions.
- Contacted customers to renew their accounts.
- Provided account services to customers by receiving deposits and loan payments.
- Helped customers to check the status of their bank accounts and explained incurred fees and questions

Lebanese American University - Beirut, Lebanon 10/2015 – 10/2016

*Assistant, Operations and maintenance office*

- Material & Supply Procurement- Responsible for selection and ordering of different supplies needed, based on supply and demand.
- Organized Social Activities and Coordinated locations and dates for social activities on campus, prepared the setup needed; measures and equipment.
- Managing and organizing each subscriber's membership.
- Customer service contacting (emails and phone calls) and assisting LAU graduates and alumni members with any questions or help needed.
- Filing & Documentation – kept an organized record of documents.

Lebanese Evangelical School - Loueize, Lebanon 10/2011 – 06/2014

Head of Sports Department, Student Life Organization

- Team work Organization and communication between the different departments at the SAO to ensure stability and coordination between events.
- Leadership- responsible of the whole team in the sports department and divided the work evenly among the team members.
- Organizing- Planning sports events, tournaments and activities in addition to planning outreach events for the students at school.

## Skills and Activities

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Soft Skills: Microsoft Office: Word, Excel, PowerPoint

Activities: Basketball, Swimming, Hiking.