

Adham Ali Rizk

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OBJECTIVE

An enthusiastic fresh graduate looking for a full time job that will utilize organizational and communication skills developed in the business field.

EDUCATION

From 09/2014 up to 06/2017	Saint Joseph University BA Business and Management. Courses Taken: Management, Marketing, Business Modeling, Microeconomics, Macroeconomics, Statistics, Financial Math, Finance, Accounting...	Beirut, Lebanon
From 09/1999 to 07/2014	Lycée National School Lebanese Baccalaureate: Official in 2014	Beirut, Lebanon

EXPERIENCE

From 02/2018 to 03/2018	Re-Able Wallet: E-Commerce Application Marketing Intern <ul style="list-style-type: none">• Sponsoring Presentations.• Marketing Re-Able Application.• Peer to Business Communication.	El Maten, Lebanon
From 08/2017 to 01/2018	Allianz SNA Sales Consultant <ul style="list-style-type: none">• Cold calls to introduce the job.• Meeting with clients in order to promote the company's products• Preparing and finishing Insurance Contracts.	Beirut, Lebanon
From 07/2016 to 08/2016	Bank Misr Liban Internship <ul style="list-style-type: none">• Operational Teller: Learning the basic knowledge of Bank operations. Serving Clients Proper Handling of cash. Accounting knowledge.• Customer operation service: Promoting Bank Products Understanding Credit Services and banking ethics.	Beirut, Lebanon
From 06/2016 to 07/2016	Central Bank Internship <ul style="list-style-type: none">• Developed analytical and problem-solving skills.• Statistical and Analytical studies of the Bank State• Learning to work in a Team based culture.• Dealing with Internal and External Transactions (Deposits, Transfers, Withdrawals, Checks...), Studies to set the Monetary Policy	Beirut, Lebanon
From 06/2014 to 01/2015	Gifted and Talented Summer Camp Coordinator: Responsible of a class of 16 kid. (Age between 11 and 14)	Beirut, Lebanon
From 2009 to 2014	Lebanese Scouting Association, Beirut 4 Group Current Position: Troop Leader (Volunteer) <ul style="list-style-type: none">• Effective team work and leadership skills.• Setting a positive example for others.• Communication skills.• Determination and constant strive to achieve more.	

SUMMARY SKILLS

TECHNICAL SKILLS: Sales, Marketing Products and Services, Surveying, Market Research, Business Modeling.

SOFT SKILLS: Leadership, Communication, Team-Building, Organizational, Management, Public Speaking, Determination.

COMPUTER SKILLS: MS Word, Excel, PowerPoint, and Internet research.

LANGUAGES: French, English and Arabic (writing, reading and speaking)

Trainings: Online Courses: Elevator pitch, Pitch Deck Perfect, Cold Email Strategies, Professional Writing skills.

Certificated: Deloitte-Enjaz: Communication Workshop- St. Louis English Certificate- Red Cross 16H Training Certificate.

INTERESTS AND HOBBIES

Sports: Martial-Arts, Scouting

REFERENCES

Available upon request