***Ali Katrib***

***Business Administration’s Degree***

**Objective:**

To obtain a challenging position within a Financial and Business Company that will allow me to use my management, leadership, sales & customer service skills to help grow the company.

**Education:**

Bachelor of Business Administration (Management), Mountain State University, Beckley WV.

GPA: 3.57

**Academic Honors and Awards:**

Dean’s list (Fall 2006)

Dean’s list (Spring 2007)

Dean’s list (Fall 2008)

Dean’s list (Spring 2008)

Dean’s list (Fall 2009)

Dean’s list (Spring 2009)

2010 Academic award in Athletic & studying.

Sigma Beta Delta association as International Honor Society in Business, Management and Administration 2009.

**Core Leadership Qualification:**

Team Building / Leadership.

Account Development & Retention.

Budgeting / Cost Control.

Project Management.

Financial Solutions Development.

**Qualifications:**

Highly motivated, customer focused professional with extensive experience in key client development and retention. Skilled in creating and growing solid customer relationships, needs analysis, and account activity tracking.

**Skills:**

Great communication.

Great leadership.

Ability to solve mathematics problems.

Translation from Arabic to English and from English to Arabic.

**PC Skills:**

Microsoft Word.

PowerPoint.

Excel.

**Languages:**

English & Arabic

**Nationality:**

American.

**Relevant Coursework:**

E-commerce, Principles of economics I & II, Supply chain management, Organizational behavior, Apply statistics, Principles of accounting I & II, Finance, Entrepreneurship, Operations management, Quantitative methods, Cost management, Financial statement analysis, Fundamental of marketing, Strategic human resources, Management information system.

**Experience:**

Managed a gas-station in with 15 workers and dealing with customers and distribute the work around the city.

I was doing the budget, revenues, expenses and profits every month and at the end of every year, then compare that to the previous month and year to see if we making a progress or not.

I was also responsible for the payroll, hiring people and check how my employees are doing in the job and with the customers.

I worked with cable company last two months in Raleigh, NC and they sent me to Virginia Beach to work for them and calling the customers, making arrangements, installing mini boxes at their houses and closed every job I did throughout their website.

And I have two jobs in West Virginia, USA:

I am working with Rite-Aid Pharmacy as a Head Manager and my duty is to work with the team, help an associates, work on the registration, receive products from the vendors or from the distribution center and match the products that I received with the papers if it is correct, set and do planogram, do freshness to the whole store, do the deposit to the bank and calculate the drawers of the registrations, open and close the store, empty the totes from the products that we received and put them in their places, provide the customers with a great services and help them to find what they need and what they want.

And working in Mike’s Tobacco House (Convenience Store) as a Manager and provide a great customer services to people who want to buy products or need to get some gas for their cars. Also I receive the products from the vendors or the distribution centers and match them with the papers and write checks to them as they appear on the receipts. At the end of the night, I do the accounting for the whole day to see how was the job performance.

**Job Seeker First Name / CV No: 690654**

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