

Khaled Talal Merhi

Nationality: Lebanese
Address: Karentina- Beirut
Date of Birth: July 9 1997
Contact Number: +961 03 717947, +961 1 560091
Address: Beirut, Lebanon
E-mail: khaledmerhi10@gmail.com

OBJECTIVE

Fresh graduate in business administration with over 3 years of experience as salesperson, seeking to start a career in an administrative or sales position

EDUCATION

Business Administration (Sagesse University)	June 2019
Baccalaureate in Sociology and Economics (Beirut High School)	2015

KEY COMPETENCE

Effective team player, Drive for achievements, excellent communications skills , Planning and organizing.

CAREER HIGHLIGHT

Improve business performance and improve the customer service proposition.

PROFFISTINAL SKILLS PROFILE

Training and developing staff and delivering service standard that meet customer expectations.

CAREER HISTORY

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|---|------------------|
| 1. Giant-Fashion (Menswear – Bourj Hammoud) | 2012-2015 |
| Salesman and cashier | |
| <ul style="list-style-type: none">○ Responsible for display○ Handle day to day operation and cashier○ Deal with customers and suppliers | |
| 2. Socks (ABC Achrafieh) | 2015-2016 |
| <ul style="list-style-type: none">○ Deal with customers○ Set orders○ System entries | |
| 3. UCCM | 2017 |
| <ul style="list-style-type: none">○ Cashier○ Training Assistant Manager | |
| 4. Azadea Company (ZARA- Verdun) | 2017 |

- Data entry for stock
- Sales control
- 5. Pamco Company(cosmetics and perfume- ABC Achrafieh)- Part time 2017-2019
 - Set order and handle correspondence
 - Set staff (3) schedules
 - Follow up on target and distribute tasks on staff
- 6. Imdad 2019
 - Manager Grab N EAT
- 7. UCCM (Makhazen AL Zarif) E – commerce 2020
 - Receiving orders from Instashop
 - Answering phone calls and following up the orders to make sure that successfully delivered to customers
 - Handling customer service especially complaints and making sure that customers are satisfied with our goods as well as our service we offer

LANGUAGES

Fluent in English and Arabic. (Written & spoken)

IT SKILLS

- Dolphin POA
- Microsoft Office 10 (skilled in HTML, Outlook Excel & Word)
- Dynamic NAV 2018