



Omar Badih Ghrawy

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OBJECTIVE:

Seeking a job where it combines my educational background with the interpersonal skills.

EDUCATION:

- **Lebanese International University Beirut**(2017 Graduate)
- Business Administration with an emphasis in **International Business Management**
- **Maroun Aboud High School** Aley, Lebanon
(Lebanese Baccalaureate Sociology and Economics 2013)

WORK EXPERIENCE:

- **ACT- Logistics/Procurement coordinator**(Feb till July 2020)
 - Follow up shipments and communicate with customers, suppliers and the logistic team to ensure efficiency and no time delay
 - Ensure products are appropriately stored and received with keeping a direct connection with stock keeper

- Coordinate with different departments to keep them up to date about the work flow
 - Check purchase orders, purchase requests and delivery orders
 - Enter data on a daily database
- **World for travel- Administrative Assistant**(March 2018 till March 2019)
 - Provide support to travelers and answer their questions through emails or telephone
 - Maintain physical and electronic filing system
 - Provide coordination between customers and the place of accommodation
 - Ensure basic accounting stuff
 - Organize meetings, do schedules and set appointments for the general manager
 - **FABULA- Sales Associate**(February 2018)
 - Sell high brand items to customers and explain in details about the product and its features
 - Process orders in person and on the phone
 - Follow up with managers and sales team to maintain sales target and customer satisfaction
 - Conduct messages to customers in sale and discount days besides getting an overall feedback
 - **Jack Jones-Sales Associate**(Seasonal 2017)
 - Greet and welcome customers
 - Inform customers about discounts(happyhour,seasonal sales, offers)
 - Organize clothes accordingly and participate in stock management
 - Guide, advise and help customers patiently with a professional manner

INTERNSHIPS

- **Globemed- Customer Relation officer and Complaints Resolver**(April and May 2019)
- **Hamadeh Accounting - Auditor**(January till March 2016)

SKILLS

- **Microsoft office**
- **Outlook**
- **Cisco and CRM**
- **Internet and networking**
- **Social media and google apps**

Areas Of Expertise

- **Communication skills**
- **Customer service**
- **Interpersonal skills**
- **Time management**
- **Can work under pressure**
- **Sales skills with the ability to negotiate**
- **Active listening and problem solving**
- **Fast learner, motivator and goal achiever**

Languages

- **ARABIC** (Native Language)
- **English** (Fluent in spoken and written)
- **French** (Basic)

NOTE

Available upon request