

PERSONAL INFORMATION

 30 August 1997

 Syrian (Lebanese Mother)

 Ain El Roumaneh, Beirut, Lebanon

 96176551518+

 danielboutros7@gmail.com

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OBJECTIVE

Business Administration graduate with proven communication, problem solving, and managerial skills. Seeking a position that will leverage operational management skills.

EDUCATION

- Sagesse University – Furn el Chebbak, graduated in December 2020, **BS in Business administration and Finance.**
- Ecole la Sagesse – Ain el Roumaneh, graduated in August 2016, **Lebanese Baccalaureate in General Science.**

KEY SKILLS

Diplomatic and negotiator
High communication skills
Problem solving
Critical thinker
Team Player
Cryptocurrency
Trading online financial assets

LANGUAGES

Arabic: Fluent (mother language)
English: Very good
French: Good

CIVIC ENGAGEMENT

- **MJO** – Furn el Chebbak
Active member since fall 2015 till now
- **BASSMA NGO** – Badaro
Volunteer since fall 2016, and held a managerial role for three months.
- **FRANCISCAINES (XIIIEME BEY)** - Badaro
- **Boy Scout** from 2004 till 2017.

DANIEL BOUTROS

EXPERIENCE

NOVEMBER 2021 – FEBRUARY 2022

BUSINESS DEVELOPMENT • \$10k invest – Ain El Roumaneh

- Managing a team of nine people to fully operate a minimarket.
- Purchasing of supplies by meeting and visiting suppliers.
- Following up with technicians in field related work.
- Following up with IT agents.
- Data analysis and data entry.
- Finding potential candidates.

AUGUST 2021 – OCTOBER 2021

BUSINESS DEVELOPMENT • Basic ISP – Ghadir, Jounieh

- Update of the stocking system to efficiently and effectively meet the customers and technicians needs.
- Data analysis and data entry.
- Supervise the cash collection process in order to increase efficiency, decrease costs and improve customer satisfaction.

MAY 2021 - AUGUST 2021

WAITER • Cinco Beirut - Broumana

- Responsible for taking customer orders and ensuring customer satisfaction.
- Recommending daily specials to successfully up-sell limited-time food products.
- Processing payments and handling cash and credit transactions.

JUNE 2019 – JANUARY 2022

CLUB WAITER • Überhaus/ B 018/ MADHOUSE

- Responsible for taking customer orders and ensuring customer satisfaction.
- Processing payments and handling cash and credit transactions.

JANUARY 2021 – MARCH 2021

OPERATIONS INTERN • NokNok – Sodeco

- Calling, interviewing and hiring potential drivers.
- Managing fleet related data on the related platforms (Eddress, pops admins).
- Data analysis and data entry.
- Communicating and meeting with real estate agents.
- Promoting ads on several social media platforms.

SEPTEMBER 2020 – DECEMBER 2020

BOOK-KEEPER • Malak Al Tawouk - Dora

- Helping customers and resolving any staff/client issues
- Performing daily reports.
- Processing payments and handling cash and credit transactions.

MARCH 2019 – MAY 2019

TELESALES AGENT • Beirut Circle - Dikwane

- Cold calling potential customers and closing sales.
- Following up with new and existing customers.

APRIL 2018 – DECEMBER 2018

SALES REPRESENTATIVE • Cosmozone cosmetics – Furn el Chebbak

- Selling retail products with after sales customer service.
- Office tasks (making invoices/receipts, stock control)