

# ABED JEZZINI

## SHOWROOM MANAGER

### Profile

A hard-working Showroom Manager with an extensive successful sales record who builds and maintains a loyal client base, and excels at devising strategies for increased sales. Driven to success; a valuable addition to a forward-thinking company with strong opportunities for progression.

### Experience

#### SHOWROOM MANAGER

FOUANI NIG LTD – LG ELECTONICS, Ikoyi, Lagos, Nigeria | 2014 - 2017

Directed and managed the employees of the showroom (sales representatives, technicians and drivers)  
Coordinated between warehouse supervisors and warehouse directors.  
Analyzed monthly and daily sales reports  
Conferred with company officials to develop methods and procedures to increase sales, decrease expenses, expand markets and promote business  
Developed external relationships with appropriate contacts; like bank managers, account officers, procurement agents and mainly customers  
Reviewed inventory and sales records to prepare reports for management and budget departments  
Planed and coordinated advertising campaigns and sales promotions

#### BRANCH MANAGER

DUNKIN DONUTS – MEETING POINT SAL, Saida, Lebanon | 2010 - 2014

Recruiting: scheduling, training, personal controller Directed staff on the move, to ensure good customer service  
Conducted briefings for staff, set goals and targets for each work period (day or night)  
Handled store adjustments, cost control  
Inventory control and daily quality check  
Break-Even, profit and loss reports

#### SALES REPRESENTATIVE

LIBRARY OF SAIDA, Saida, Lebanon | 2009 - 2010

Worked in customer service  
Maintained the Library  
Arranged merchandises display  
Organized stock (stationary, books, novels, tools)

### Contact

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### Personal information

#### Residence

Saida, Lebanon

#### Nationality

Brazilian – Lebanese

### Competences

**Sage accounting and business management software**

**QuickBooks Accounting Software**

**Omega P.O.S software**

**Microsoft Office software**

**Team leadership**

**Handling customers complaints professionally**

**Ability to work under pressure**

**Excellent in communication skills**

**Strong relationship-building skills**

**Manage and recruit talent**

**Strong organizational and time management ability**

**Planning, scheduling and meeting deadlines**

**Competence**

#### Languages

Arabic  
French  
English  
Portuguese



- **WAITER**  
BAMBOO BAY BEACH , Jiyeh, Mount Lebanon, Lebanon | 05/2008 - 09/2008  
Controlled customer's orders  
Completed cleaning schedule on daily basis  
Handled customer complaints and reported them to management

## Education

- **BBA: BUSINESS MARKETING**  
Lebanese International University, Saida, Lebanon - 2014
- **LEBANESE BACCALAUREATE CERTIFICATE OF SECONDARY EDUCATION: LIFE SCIENCE**  
Lycee Official Lebaa, Lebaa, Jezzin, Lebanon - 2009
- **LEBANESE PATENT – DIPLOMA OF COMPLIMENTARY STUDIES**  
Collège Notre Dame Des Soeurs Salvatoriennes Abra, South Lebanon, Lebanon - 2006

## Additional activities

- ⚡ **Lebanese International University**  
Football Club • Hospitality Club
- ⚡ **Lycee Official Lebaa**  
Football Club • Agriculture Club
- ⚡ **Collège Notre Dame Des Soeurs Salvatoriennes**  
Football Club • Theater Club

## Achievements

- 🏆 Received excellent evaluations in suggestive selling and up selling
- 🏆 Received excellent evaluations in Mystery Shopper test
- 🏆 Reconciling bank accounts on monthly bases
- 🏆 Following up with seventeen credit customers