

Mohamad J. Fakh

BEIRUT, LEBANON

81-851-958

MOHAMADJAMALFAKIH@GMAIL.COM

Experience

JANUARY 2017 - PRESENT

PSG SECURITY, LOS ANGELES, CA - Sales Manager / Coordinator

- Review client accounts and find solutions to increase sales and revenue for the organization.
- Manage employees and coordinate work locations.
- Conduct payroll and authorize new contracts.

MARCH 2017- DECEMBER 2017

CIBT INC, LOS ANGELES CA - Visa & Passport Specialist

- Assist & help navigate clients obtain the ability to travel and conduct business all over the globe through diplomatic relations.
- Maintain an extensive database, with various clientele. Contact all clients daily to make sure their travel dates are being met, consult with them about consulate decisions, and assist them with any of their concerns.
- Maintain regular contact with various consulates in Los Angeles. Process and submit necessary paperwork to consulate officials.

NOVEMBER 2016 - MARCH 2017

LANGUAGE SELECT, BURBANK, CA - Arabic Linguist/ Operator

- Interpret the Arabic and English languages over the phone, in person, as well as written translation.
- Accept an average of 200 calls a day, using my knowledge in Arabic to assist clients in all matters when needed to, as well as connecting various clients to linguists to assist them.
- Visit various legal and medical businesses in person to assist them with their Arabic speaking clients.

Education | Finance Major

SEPTEMBER 2013-JUNE 2015 | Santa Monica College, Santa Monica, California

References

Rima Al Daouk - Consular Officer Of The State Of Qatar in Los Angeles, CA

+1(818)-388-6254 , Henry Best - Team Leader of PSG Security Group -

henrybest@gmail.com

Trilingual in Arabic, English, and Spanish | Lebanese-American Citizen

