

# ***Jamil George Faress***

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## **Contact Info:**

Mobile: +961 70 917517

Email: [jamilfaress@hotmail.com](mailto:jamilfaress@hotmail.com)

Gender: Male

D.O.B: 24-10-1990

## **Profile:**

Reliable, trustworthy, a fast-learner, with high notice skills, and excellent communication skills; had training at Lebanon and Gulf Bank SAL - Tripoli branch; Able to work on my own and as a part of a team and can deal with heavy administrative duties competently, and under pressure.



## **Education:**

(2009-2012): - **BBA in Banking and Finance** at the American University of Technology – Tripoli (Graduated with a GPA of 3.6/4)

(2006-2009): - Graduated as an honor student in Socio-Economics at **Tripoli Evangelical School**

- Graduated the 2<sup>nd</sup> among 28 students (with a final average of 82%)

## **Professional Experience:**

### **(Operation Manager)**

- **G.F Trading. S.a.r.l**

( August 2018 \_ Present)

### **(Procurement Officer and Store Manager)**

- **Ranjy Construction & Foundation LTD.**

(December 2017\_ July 2018)

I'm responsible for the management, administration, and supervision of the company's acquisition programs. I'm in charge of the contracting services and manage the purchase

of supplies, equipment, and materials. It's my responsibility to source goods and services, and to negotiate prices and contracts.

As a store manager I am in charge of entire stores and the employees that work within.

**(Operation Manager)**

- **G.F Trading, S.a.r.l**

*(October 2014\_ September 2017)*

As an operation manager my job is to make sure the organization is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of customers and clients.

**(Administrative Officer and Sales Executive)**

- **Yazbek solar system.**

*(January 2012\_ September 2014)*

I gained experience in managing office stock, preparing regular reports and provide support for the entire company. In addition to answering queries, offering advice and introducing new products.

**Additional Experience:**

**Training:**

*(September 2011): Lebanon and Gulf Bank SAL:*

Training in all departments: (customer service, managing accounts, money transfer, loans, etc...)

I learned what are bank services and offers. I learned how to work with customers in customer service department, learned how to open and close accounts, learned what tellers do, and learned how to study a file before giving loans and when to accept or refuse to give loans.

**Languages:**

Fluent in English: spoken, read and written

Fluent in Arabic: spoken, read and written

Fair in French: spoken, read and written

**Computer Skills:**

Windows XP and Vista, Microsoft Office: Word, PowerPoint, Excel.

**References:**