



# WALAA KHAWANDI

## CONTACT

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## Walaa Abdulla Khawandi

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[LinkedIn Profile](#)

## Professional Summary

Dedicated Business Administration graduate with comprehensive experience in accounting, retail management, sales, and remote sales management. Demonstrated ability to enhance personal skills and contribute to organizational success through effective communication, customer service, and project management. Open to learning and adapting to new challenges to further career growth.

## Work Experience

### Remote Sales Manager

#### Bayern Systems

*Lebanon, Qatar*

*2021 – Present*

- Implemented new sales strategies and systems in collaboration with head management.
- Ensured effective execution of sales processes and built a proficient customer service team.
- Managed client inquiries, developed proposals, and maintained accurate records.
- Delivered presentations, negotiated contracts, and closed deals.
- Assisted customers in designing lifts, followed up on payments, and ensured timely delivery.
- Prepared and submitted various business documents including memos, confirmations, and delivery notes.
- Contributed to the sale of over 320 units from 2021-2024.

### Sales Associate

#### Media Solutions

*Lebanon*

*2020 – 2021*

- Engaged with clients to understand their needs and promoted company services.
- Conducted outreach, set meetings, and sent proposals.

- Enhanced customer engagement and provided outstanding service.
- Introduced promotions, improved sales, and facilitated business growth.

**Store Manager**  
**Retail Group (Accessorize Store)**

*Lebanon*  
2016 – 2019

- Managed daily store operations, including customer service, inventory control, and visual merchandising.
- Implemented measures to prevent theft and maintain store security.
- Coordinated product alterations, managed inventory, and updated the department manager on stock and performance.

**Junior Accountant Intern**  
**Dairy Day**

*Lebanon*  
2015

- Performed accounting tasks including posting journal entries and maintaining financial statements.
- Managed accounts payable and receivable, payroll, and prepared monthly reports.

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**Education**

**Bachelor of Science in Business Administration**  
**AUL University**

*Lebanon*  
2015 – 2019

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**Skills**

- **Technical Skills:** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, etc.)
- **Soft Skills:** Strong communication, leadership, relationship building, analytical, negotiation, and personal development skills.

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**Additional Sections**

**Projects:**

- Successfully contributed to numerous projects at Bayern Systems, achieving over 320 units sold from 2021-2024 through effective follow-up and decision-making.

#### **Awards and Honors:**

- Letter of Recognition for contribution to the team and organization at Bayern Systems, March 2024.
- ISO Training Completion Certificate, Doha, Qatar.
- Store employee of the year for the years 2018-2019.

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#### **Languages**

- **English:** Fluent
- **Arabic:** Fluent

# BAYERN W.L.L

Date: 27-March-2024

Subject: Letter of Recognition

Dear Walaa,

I am writing to express my sincere appreciation for your hard work and dedication to Bayern WLL. Your contributions have been invaluable to our team, and I am grateful for all that you do.

Specifically, I want to recognize your outstanding work handling our product sales division. Your leadership and attention to detail have been instrumental in achieving our goals and exceeding our customers' expectations. Your contributions have not gone unnoticed, and I want to publicly acknowledge your efforts.

I encourage you to keep up your excellent work, and we will continue to support your growth and development withing the company.

Once again, thank you for all that you do. You are a valued member of our team, and we appreciate your hard work and dedication.

Kind Regards,



Ahmad Dabash  
Authorized Signatory

A blue ink handwritten signature, appearing to be 'Ahmad Dabash', written over a diagonal line.

Bayern Trading with Limited Liability  
Logistic Village, Zone 91, Street 2043  
Doha, Qatar  
P.O. Box: 10012  
Tel/Fax: +974 44154641  
Website: Bayern.qa  
CR 143475

بايرن للتجارة ذات مسؤولية محدودة  
القرية اللوجستية، المنطقة 91، الشارع 2043  
الدوحة، قطر  
[info@bayern.qa](mailto:info@bayern.qa)  
[Sales@bayern.qa](mailto:sales@bayern.qa)





BUREAU  
VERITAS

Bureau Veritas Certification

# Certificate of Completion

This is to certify that

**WALAA KHAWANDI**

has successfully attended and completed the

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***IMS Internal Auditor Training***

***Based on ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018***

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Held on: May 7-9, 2024

At: Doha, Qatar

Signed: \_\_\_\_\_

Zaheen Tabish  
Training Manager - Doha, Qatar

Date: May 13, 2024





AWARD CERTIFICATE

THIS IS TO CERTIFY THAT

WALAA KHAWANDI

WAS AWARDED

STORE EMPLOYEE OF THE YEAR 2019

Accessorize<sup>®</sup>

Spot C

ANTOINE REZKALLAH  
CHAIRMAN-GENERAL MANAGER





# AWARD CERTIFICATE

THIS IS TO CERTIFY THAT

**WALAA KHAWANDI**

WAS AWARDED

STORE EMPLOYEE OF THE YEAR 2018

**Accessorize**

Spot C

ANTOINE REZKALLAH  
CHAIRMAN-GENERAL MANAGER





Arts, Sciences & Technology University in Lebanon  
جامعة الآداب والعلوم والتكنولوجيا في لبنان

has, upon the recommendation of the faculty of Business  
and the approval of the Board of trustees virtue of the  
authority vested in it by presidential decree 674/2007,  
conferred upon

**Malaa Abbellaq Eshwandi**

the Degree of

**Bachelor of Business Administration**

with all the honors, rights and privileges to that degree  
appertaining. In testimony whereof, the stamp of the  
University and the authorized signatures are affixed  
Given on the

second of July two thousand nineteen.

Registrar

Dean



2020150052

بناءً على توصية كلية إدارة الأعمال وموافقة  
مجلس الأمناء واستناداً إلى الحق الشرعي الممنوح  
للمجلس بموجب المرسوم الرئاسي رقم ٦٧٤/٢٠٠٧  
منحت الجامعة

**ولاء عبد الله حنون**

درجة

**بكالوريوس في إدارة الأعمال**

مع ما يلزم هذه الدرجة من شرف وحق وامتيازات  
ومستحقة على ذلك فقد ختمت هذه الوثيقة  
بخطام الجامعة ووقعته يوقيب المستوفين  
اعطيت في

الثاني من شهر تموز سنة ألفين وتسعة عشر.

Director

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