

Michel Kherbawi

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Professional Summary

Results-driven business professional with experience in business support processes. Solid team player with excellent communication skills and the ability to remain focused and flexible.

Summary of Skills

- Experienced in accounting, finance and customer service processes
- Strong organizational and time management skills
- Excellent oral and communication skills
- Experienced in observing tact and discretion for dealing with confidential information

Work Experience

Assistant Manager: Senior Sales, Patchi S.A.L (July 2012-July 2019)

- Oversaw all transactions, processed customer purchases, and handled returns and refunds
- Maintained inventory and stock accuracy in addition to financial records
- Participated in monthly and year-end inventory and cycle
- Investigated and resolved customer inquiries and complaints in a timely manner
- Trained new employees by providing knowledge of specific tasks, policies, and goals

Service Supervisor, Air Germania and Edelweiss Air- Beirut Int'l Airport (2011- 2012)

- Managed invoicing and account receivables
- Raised passengers exit tax for Lebanese government
- Raised airport sales reports for reservations and excess baggage

Service Supervisor, Wataniya Airways- Beirut Int'l Airport (2009 – 2011)

- Managed invoicing and account receivables
- Raised passengers exit tax for Lebanese government
- Raised airport sales reports for both reservations and excess baggage

Revenue Officer, Middle East Airlines - Beirut Int'l Airport (2005 – 2008)

- Raised invoices on aircraft handling
- Prepared revenue reports
- Reconciled revenue accounts
- Followed up on invoice collection
- Utilized FoxPro for invoicing and Oracle for Accounts Receivables and General Ledger

Education

Lebanese American University 2004

Bachelor of Science Degree in Banking and Finance

International College 2000

Lebanese Baccalaureate –Philosophy Division

Relevant Skills

Software: MS Office: Excel, Word, Access, Outlook, and Power Point.

Languages: Fluent in English and Arabic.

References

Ms. Claude Baaklini

Store Manager, Patchi

Address: Beirut, Lebanon

Tel: 00961 70 926603

Mr. Raymond Mourad

Personnel Manager, Middle East Airlines

Address: Beirut, Lebanon

Tel: 00961 1 629999

Ms. Hana El Baba

Station Manager, Wataniya Airways

Address: Beirut, Lebanon

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