

# Charbel ACHKAR

+961 70 446 567 | Balata street Beit Chabeb – Mount Lebanon | charbel.achkar@hotmail.com

## Education

---

2018-2019 **ESIC Barcelona-Spain**

*Masters degree in Marketing and Management*

2012-2016 **The Holy Spirit University of Kaslik (USEK)**

*Bachelor Degree in Business Management*

1997-2012 **Collège des Sœurs des Saint-Cœur, Beyrouth-Liban**

*Lebanese Baccalaureate option Socio-Economics*

## Professional Experience

---

*December 2016 – August 2018*

**Sales Manager at Property Brokerage and Management (PBM) Beirut, Lebanon**

*Real estate company covering all Lebanese territory*

- α Market assessment
- α Management of client requests
- α Management of client reach & follow up
- α Conducting weekly reports with weekly target
- α Responsible for training new staff
- α Close deals and request auditing

---

*December 2017 – August 2018*

**Fitness Manager at Modern University of business and Science (MUBS) – Beirut, Lebanon**

*New Lebanese University*

- α Managing budgets and analysis of the Gym performance
- α Managing client reach & follow up
- α Managing social media accounts
- α Managing gym promotion and marketing business

---

*August - November 2016*

**Bureau Veritas (BV) - Beirut, Lebanon**

- α Client reach & follow up
- α Cold calls

---

*January - February 2014*

**Château Ksara - Beirut, Lebanon**

*Market Leader in Lebanese wine industry*

- α Assisting marketing manager
- α Assisting in market visit & follow up
- α Assisting sales persons in their daily visits

## **Certifications**

---

- α Certificate of Real Estate provided by The American University of Beirut
- α Certificate of Personal Fitness Trainer IFPA Level 3
- α TOEFL test

## **Key Skills**

---

- α Networking and communication
- α Engagement and persuasiveness
- α Leadership
- α Social media, PR, analytical and strategical skills
- α Microsoft Office (Word, Excel, PowerPoint and Outlook)
- α REMS, internet navigation and research

## **Language Skills**

---

Arabic, French and English. Fully written and spoken.

## **Extracurricular activities**

---

- α Boy Scouts Leader of Lebanon - Young boys aged 12-17. Organization of a festival every year with a budget over \$ 12,000
- α First Aid training at the Lebanese Red Cross