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## Kareem Salman

### Objective

I am a Marketing and Advertising graduate who is currently seeking a position at your reputable organization where I can establish a career for myself.

### Profile

**Nationality** : Lebanese  
**Date of Birth** : 12 September 1992  
**Marital Status** : Single

### Work Experience

➤ **Sales Associate at Tamer Freres**

August 2018 – till present

Responsibilities:

- Representing sales for Mont Blanc, Breitling, Omega and Swatch brands
- Welcoming customers and offering them assistance and brand information
- Handling sales transactions, opening and closing Sales Shifts
- Labeling price tags for store items

➤ **Cashier at Empire Premiere**

Beirut, Lebanon

April 2016 – July 2018

Responsibilities:

- Receiving payment by check, cash, credit cards, vouchers
- Issuing receipts, refunds and credits to customers
- Counting cash drawers at the beginning of the shift to ensure the amount is correct and there is adequate change
- Closing shift sales and handover cash drawers for the next shift

➤ **Executive Sales Person at FDC**

Chwaifat, Lebanon

January 2016 – April 2016

Responsibilities:

- Acting as key account representation between the organization and the clients
- Offering advice for clients on their purchase needs
- Presenting and demonstrating new products
- Establishing new business
- Maintaining accurate records

- **Assistant Manager at Baie Rose** Kaslik, Lebanon  
October 2014 – November 2015

Responsibilities:

- Making sure employees perform their required tasks
- Coaching and directing employees to sustain a high level of customer service
- Monitoring service level, sales and handle customer complaints when needed
- Reporting directly to floor and higher management

- **Supervisor at Empire Premiere – Sushi Bar** Beirut, Lebanon  
November 2013 – July 2014

Responsibilities:

- Assisting the restaurant manager in managing and directing the staff
- Training new joiners
- Assisting customers with inquiries and complaints
- Conducting monthly inventory reports

- **Manager at Club House Café (Family Business)** Chouf, Lebanon  
June 2010 – November 2013

Responsibilities:

- Meeting and greeting customers
- Handling public relations and planning events
- Controlling and monitoring the procurement and inventory
- Maintaining a sound service level standard
- Recruiting kitchen and floor staff
- Training and directing staff on hygiene and service standards

## Education

- **B.A. in Marketing and Advertising**  
Notre Dame University, Lebanon – Graduation date: June 2015

Completed major courses in:

- Creativity
- Media Planning
- Basic Design
- Public Relations
- Marketing

- **Lebanese Official Bacc. II (Sociology and Economics)**  
West Hill College – Chouf, Lebanon – Graduation date: June 2010

## Computer Skills

- MS Office (Word, Excel, PowerPoint and MS Project)
- Adobe ( Photoshop and Illustrator)
- Internet and Social Networking

## Languages

- Arabic (Native tongue)
- English (Fluent – Read and written)

## Activities

- Football
- Body-building
- Swimming

## References

Available upon request