

# Anthony E. Kalfat

Date of birth: January 16 1993

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## **Objectives:**

Seeking a position in a well-established organization, where I can find a challenging opportunity in a competitive and cooperative environment, to improve and develop my skills in a way that serve the organization's objectives and eventually affect the organization out-come positively. I have excellent interpersonal and communication skills and passion of learning and research.

## **Education:**

From 2012- 2018:

-Bachelor in Marketing Management at LIU.

At 2011:

-High school degree in life sciences at College Du Sacré-Coeur Gemmayze.

## **Experience:**

January 2017 to Present:

Senior Sales Executive at Eden Park- Level 5 Holding

The job consists of the following:

- Build good working relationships.
- Present the product or service favorably and in a structured professional way.
- Listen to customer requirements and present appropriately to make a sale.
- Maintain and develop relationships with existing customers in person.
- Advise on forthcoming product developments and discuss special promotions.
- Enhances staff accomplishments and competence by planning delivery of solutions; answering technical and procedural questions for less experienced team members; teaching improved processes; mentoring team members.
- Prepares reports by collecting, analyzing, and summarizing information.
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May 2015 till December 2016:

Operation Officer at “Mercator Maritime Co” for Ships Management, Operations and crewing.

The job consists of the following:

- Monitor the daily ships operations.
- Contact the agents abroad to provide easy arrival for the ships to the ports.
- Make sure the vessel is applying the International Safety Management.
- Make sure all the vessel’s certificates are valid and identical to the International Maritime Organization; and coordinate with the Lebanese Administration when needed.
- Make sure all crew members have their official papers and prepare contracts accordingly.

July 2013 till April 2015:

Assistant Shop Manager & senior jewelry consultant at DAMAS (HIMO Jewelry).

The job consists on the following:

- Achieve individual sales targets while performing the position duties.
- Ensure shop timings are strictly followed by all staff.
- Supervise daily tasks as assigned to staff members.
- Ensure an effective Retail Operations.
- Deal with customers on a professional basis.
- Counts and balances cash register and receipts.
- Train new sales staff in basic operations and procedures.
- Motivate and encourage team member to work effectively.
- Ensure all security standards are met.

June 2012 till July 2013:

Floor & Publicity / Usher Supervisor at “SR & Co. Grand Cinemas” .

The job consists on the following:

- Supervising all the ushers if they are accomplishing their tasks in an appropriate way.
- Make sure that weekly posters are well displayed.
- Prepare the staff schedule and the break times.
- A weekly meeting for the staff to discuss all issues.
- Train all the staff about everything regarding the movies.
- Solve the problems faced with the clients with a good customer service attitude.
- Spot Checks.
- Maintenance

July 2011 till June2012:

Usher at “SR & Co. Grand Cinemas”.

The job consists on the following:

- Politely directing and escorting patrons to their seats.
- Providing patrons with programs and other relevant materials.
- Checking assigned section for cleanliness.
- Visually sweep the theaters to check for potential safety issues and lost and found items.
- Be aware of and enforce appropriate house rules.
- Must be aware of, and follow, the proper procedures for assisting patrons with disabilities.
- Attend pre-event Usher meetings and other trainings as required by management.

**Skills:**

**Programs:**

- Microsoft word
- Microsoft excel
- Microsoft Power Point
- Internet
- POS Dolphin

**Languages:**

- Arabic
- French
- English

**Certificate & Training:**

**Training:**

- Delivering impressive customer service ( November 2014)

**Certificate:**

- Employee of the month "Grand cinemas" (January 2012)

**References:**

Available upon request