

Ralph Kalim Chobok

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Summary

Productive Data Entry Operator with excellent knowledge in Computer Databases. Experience in selling and working with POS, plus observing workers and checking for any problems during work. Advanced coding skills with backend and mobile development experience. Team player capable of working with different types of individuals including foreigners.

Skill Highlights

- Organization
- Attention to Details
- Problem Solving
- Creating reports
- Teamwork & Cooperation
- Advanced computer skills

Work Experience

Cashier – 01/2018 to 09/2018

Famous Outlet, Mtayleb

- Operated cash register for cash, check and credit card transactions
- Processed POS transactions, including checks, cash and credit purchases or refunds
- Counted cash in register drawer at beginning and end of shift
- Checked prices for customers and processed items sold by scanning barcodes
- Increased sales % by offering advice on purchases and promoting additional products
- Worked to complete daily counts and maintain funds security to minimize theft and mismanagement risks
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance
- Used cash registers and POS systems to request and record customer orders and compute bills
- Completed manual and machine counts of funds for transactions valued at over \$1000
- Educated customers on promotions to enhance sales
- Answered questions about store policies and concerns to support positive customer experiences
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers

Work Experience

Data entry operator – 09/2016 to 03/2017

Home Food, Zekrit

- Organized, sorted and checked input data against original documents
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports
- Kept optimal quality levels to prevent critical errors and support team performance targets
- Corrected any data entry error to prevent later issues such as duplication or data degradation
- Reviewed and updated client correspondence files and database information to maintain accurate records
- Obtained scanned records and uploaded into database
- Sorted documents and maintained organized filing process
- Received incoming calls and handled data requests from internal stakeholders
- Completed data entry tasks with accuracy and efficiency
- Verified data files prior to entry to maintain high data accuracy

Education

- 09/1999 – 06/2014
High School Diploma
Collège des Sœurs des Saints Cœurs- Bikfaya
- 09/2016 – Current (Graduating in spring 2021)
Bachelor of Science: Computer Science
American University of Science and Technology (AUST)

Languages

- English (Fluent)
- French (Fluent)
- Arabic (Native)

Technical Skills

- **Languages:**
 - C++ (Beginner)
 - Java (Intermediate)
 - C# (Intermediate)
 - HTML
 - CSS
 - JavaScript (Currently Learning)
- **Database Management:**
 - MySQL (Amateur)
- **Tools:**
 - Android Studio
 - MS Visual Studio
 - Dreamweaver (Beginner)
 - NetBeans