

# Fadel Kamareddine



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Single  
Lebanese

**Career objective** To find a challenging position to meet my competencies, capabilities, skills, education and experience.

## Core Competencies & Skills

- ◆ Languages spoken , read and written: French, Arabic
- ◆ Sales
- ◆ Cash operations
- ◆ Stock keeper
- ◆ Internet surfing
- ◆ **Motorcycle permit**
- ◆ **Public Permit**

**Computer literacy** Skilled user of Microsoft Office, Adobe Photoshop 6.0,.

## Experience

2010 – 2013 **Festival Organizer**,  
2013- 2014 sales in workshop clothe  
2015 part time job **Extreme Logistics an ITG company**  
stock keeper  
**TSI an ITG company**  
Call center for Audi online at  
Feb 2016 2019: **PROSEC –**  
Security Guards  
2019 **Avis**  
VIP taxi Driver

## Accomplishment

- Accounting Receiving cash from customer and cash control, paying to waiters
- Sale executive
- Working as a sales executive in workshop (clothes)
  - Relationship building with customer
  - Researching the market and related products;
  - Presenting the product or service in a structured professional way face to face.
  - Listening to customer requirements and presenting appropriately to make a sale;
  - Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
  - Responding to incoming email and phone enquiries;
  - Acting as a contact between a company and its existing and potential markets;
  - Negotiating the terms of an agreement and closing sales;
  - Gathering market and customer information; searching in the web the fashion of the quarter
  - Negotiating on price, costs, delivery and specifications with buyers and managers;
  - Challenging any objections with a view to getting the customer to buy;
  - Advising on forthcoming product developments and discussing special promotions;
  - Liaising with suppliers to check the progress of existing orders;
  - Checking the quantities of goods on display and in stock;
  - Recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
  - Reviewing your own sales performance, aiming to meet or exceed targets;

- Gaining a clear understanding of customers' businesses and requirements;
- Making accurate, rapid cost calculations and providing customers with final price;

#### Stock:

- Helping the stock manager in loading and unloading container
- Stock IN stock OUT of items, in the systems
- Preparing daily delivery,
- Call center
- Assisting customer over the phone on their bank account
- answer calls and respond to emails
- handle customer inquiries both telephonically
- research required information using available resources
- manage and resolve customer complaints
- provide customers with product and service information
- enter new customer information into system
- update existing customer information
- process orders, forms and applications
- identify and escalate priority issues
- route calls to appropriate resource
- follow up customer calls where necessary
- document all call information according to standard operating procedures
- produce call reports

#### Security Guards

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed

#### Driver

- Clean driving record
- Excellent grasp of map-reading and local geography
- Superior knowledge of short and fast routes to important passenger destinations including airport
- Outstanding customer service and communication skills

- Ability to repair minor vehicle damages quickly
- Transported customers to city and suburban locations while following all safety regulations
- Ensured vehicle cleanliness at end of each shift.

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## Education

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2014	BACII- Economic
2014-2015	Cnam Liban: IT (L1)
2016	Cnam Liban – Gestion (L1)

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## Hobbies

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Sport (Swimming, football...)