

Karim El Dana

Beirut, Lebanon

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EDUCATION

Université Saint-Joseph de Beyrouth

-Bachelors in Business Management.

Beirut, Lebanon

July 2019

College Elite

-Lebanese Baccalaureate

Beirut, Lebanon

Jun 2013

Languages: Arabic (Native), French (Fluent), English (Fluent).

EXPERIENCE

Yamama,

Merchandiser

Beirut, Lebanon

Sep 2019- Present

- Ensuring that stores, shelves are stocked with the right type and quantities of products.
- Monitoring store inventory based on sales and intake.
- Optimizing sales volume and profitability by identifying profitable lines and bestsellers.

El Dana Engineering Office,

Administrative Assistant

Beirut, Lebanon

Jun 2015 –Aug 2019

- Prepared project initiation documents.
- Updated project plans including agreed changes.
- Provided monthly costing reports.

Bank Of Beirut,

Customer Service Intern

Beirut, Lebanon

Jun 2017-Sep 2017

- Processed customer withdraws, payments, and deposits.
- Responded to customer inquiries, compliments, and comments on a daily basis, and taking action for customer satisfaction.
- Described promotional packages offered by the bank and used persuasive sales techniques.

Cable Vision,

Data Clerk

Beirut, Lebanon

Jun 2012-Sep 2012

- Ensured report tables and listing accurately reflect data within the data base.
- Ensured data accurately onto computerized data base and excel sheets.
- Located and correct data entry errors.

Certifications

- Google Analytics Certified
(Completion ID: 63710193)

Apr 2021