



Alaa Tamim

Management Administration

Assistant manager with 6+ years of experience in sales strategies, customer relations, & retail. Exceeded sales goals by more than 25% each quarter. Proven experience built on dedication, discipline, & demonstrated a good academic background.

✉ Alaa.tamim94@hotmail.com

☎ +961 71843341

📍 Beirut, Lebanon

🌐 [linkedin.com/in/alaa-tamim-b052221ba](https://www.linkedin.com/in/alaa-tamim-b052221ba)

WORK EXPERIENCE

Assistant Manager

United Sports Of Lebanon (Nike)

11/2013 - 07/2020

Beirut, Lebanon

Achievements/Tasks

- Providing progress weekly reports to the management, including evaluation of staff members, products movement, stock management, and overall activities.
- Achieving financial objectives by preparing an annual budget and analyzing all variances.
- Completion of the store operational requirements by scheduling and assigning employees.
- Responsible of the product knowledge, training, planning and appraising job results for staff.
- Maintaining stability and reputation of the store by complying with rules & regulations.
- Processing stores inventories held every year.

Warehouse Controller

NokNok (Grocery application, FMCG)

08/2020 - 04/2021

Beirut, Lebanon

FMCG Company

Achievements/Tasks

- Responsible for maintaining inventory and supplies by receiving and storing items.
- Supervising warehouse management & fixed asset management.
- Generating attendance reports and daily sales.

EDUCATION

Bachelor Degree In Business Management

Arts, Science And Technology University Of Lebanon

12/2018 - 06/2021

Beirut

Sociology And Economy

College Saint Francois

Beirut

SKILLS

Microsoft Office Suite

JDE Oracle

Leadership Skills

Customer Service

Time Management

EDM

POS System

Sales

Teamwork

Business Process

CERTIFICATES

Nike (11/2018)

First place in Customer Service And Product Knowledge

Global Tax Free Organization (06/2016)

Attended their sessions for their new system and new procedure of how to use global blue.

SOCIAL

Member Of The Lebanese Marathon (Logistics)

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

French

Full Professional Proficiency

HOBBIES

Football

Swimming

Traveling