



## CONTACT

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## SKILLS SUMMARY

Analytical decision Making

Budgeting and Cost Analysis

Experienced in team building

Innovative

Process Improvement

## ADDITIONAL INFO

📖 Languages:  
Arabic  
English  
French

📖 References are  
available on request

# Charbel Cherfan

Leaders are those who empower others

## Manager Operations Administration

### PERSONAL PROFILE

Optimized administration & operations manager experienced in team bonding, coaching & meeting targets plans. Willing to employ my skills in a company that can broaden my field of vision and develop my professional career.

### WORK EXPERIENCE

#### Manager Operations Administration

City Mall | March 2015 - present

- Versatile professional with excellent organizational skills.
- Capable of managing multiple task simultaneously and meeting tight timelines.
- Top level communication, writing and research skills.
- Served as liaison between senior management, customers, colleagues and staff members to streamline flow of information.
- Prepared company documentation, expense & income reports and updating database.
- Keeping tracks of inventory and ordering supplies.
- Managing daily operations, resolving customer issues.
- Identifying training needs by evaluating strengths and weaknesses. Translating requirements into trainings that will groom employees to boosts there capabilities.

#### Interior Architect Qulativity Inspector.

Waterfront City | Dec 2017 - Jan 2018

- Induction ( Introduction to security).
- Site inspection.
- Organizing & scheduling workers.
- Time management in the delivery of completed apartments.
- Landscaping.

### EDUCATIONAL HISTORY

#### BA in Interior Design

October 2014 - Jun 2017

- Studied project designs, planning, coordination, and ethics
- Worked with various design platforms as Autocad & 3Ds Max

#### Lebanese Baccalaureate in Economics

October 2013 - Jun 2014

- Sociology & Economics.

### OTHER HOBBIES & SKILLS

- Volenteer in Caritas Liban (Social Worker).
- Extinguisher, First aid & evacuation training..