

BILAL A. ATCHAN
Sales and Marketing
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Date of Birth: 2 January, 1988, Beirut
Gender & Nationality: Male, Lebanese

OBJECTIVE

A progressive career acquired through several years of experience in administration, accounting and social work, attentive to detail with exceptional influencing, interpersonal and communicative initiative with a high level of self-responsibility and enjoys being part of, as well as leading, a successful and productive team. My objective is to secure a job that will enable me to grow intellectually and learn more in Sales and Marketing. I want to fulfill my goals and use my knowledge to improve society.

EDUCATION

- Marketing, Notre Dame University, 2011-2018
- BT in Accounting, C&E College, 2006-2009

PROFESSIONAL EXPERIENCE

- ATCHAN FASHION, MAR ELIAS, BEIRUT, LEBANON, 2012-2019
 - Maintain an updated list of applicants' placements and potential job opportunities.
 - Responsible for effective and fast recruitments processes both internally and externally.
 - Work closely with HRM/Operations manager to deliver recruitments needs.
 - Suggest proper medias for approaching the right caliber candidates.
 - Advertise employee job openings internally and externally.
 - Follow up and coordinates with recruitment channels when necessary.
 - Execute pre-screening face to face interviews for junior and mid level & provides feedback to HRM.
 - Coordinate with universities, events in relation to targeted hires.
 - Proactive coordination with departments for interviews and candidates' assessments.
 - Submit weekly report/update on recruitment progress.
 - Search for candidates in both traditional & innovative ways (job ad posting, websites, universities career offices, Online recruitment websites....).
 - Receive and screen applications forms and shortlist applicants.
 - Mail out the rejection letter for non-selected candidates.
 - Elaborate job descriptions & person specifications & follows up on any modification that may occur.
 - Create competencies for each position.
 - Run & evaluate selection processes including interviews, test & job analysis.
 - Schedule meetings and interviews for HRM & Operations manager.
- ADMIN AND ACCOUNTING, ATCHAN FASHION, BEIRUT, LEBANON, 2012-2019
 - Archiving and organizing old new collections of clothes.
 - Cashier, accounting.
 - Finalizing ledgers.
 - Payroll, making sure all employees are paid accurately and timely.

- Supervising staff and dividing responsibilities to ensure performance.
 - Keep stock of office supplies and place orders when necessary.
- MIRAMONTI, HAMRA, BEIRUT, LEBANON, 2009-2011
 - Exceeded sales target standards.
 - Discovered new client and retain existing clients.
 - Maintain inventory and finding new products designs to facilitate sales.
- ADMIN AND ACCOUNTING, MIRAMONTI, 2009-2011
 - Data entry officers' updates.
 - Maintain and retrieve information held on computer systems.
 - Transferring information from hard copy to soft copy.
 - Coordinating office activities and operations to secure efficiency and compliance to company policies.
 - Manage phone calls and correspondence (email, letters etc..).
 - Create and update records and database with personnel, financial and other data.
 - Assist colleagues whenever necessary.

SKILLS & ABILITIES

- Management
 - Have the ability to remain calm, in control and good humored even under pressure.
 - Can manage to organize time effectively and able to adjust priorities as required.
- Communication
 - Possess strong communication skills, both spoken and written.
 - Able to articulate ideas in a clear and concise manner.
 - Work with colleagues to achieve goals, and maintain good relationships with people of different national and cultural backgrounds.
- Leadership
 - Organized, resourceful, personable and fast learner.
 - Addresses problems or obstacles in a positive and constructive manner.
 - Creates a pleasant and ergonomic workplace for team members.

LANGUAGES

- Arabic: native language.
- English: speaking, reading and writing.

TECHNICAL SKILLS

- Excellent in Microsoft Office (MS Word, Excel, & PowerPoint).
- Web Browsing, Search Engines, Troubleshooting, Social Media.

PERSONAL INTERESTS

- Reading and Research.
- Sports (Swimming, Body Building).
- Fashion Design.

REFERENCES

- Available Upon Request.