



ROGER GHABY

BUSINESS MANAGER AND ADMINISTRATOR

PROFILE

Performance-driven and knowledgeable Business Administrator with a proven track record of success and employer satisfaction in maximizing profits, minimizing expenses, providing administrative support, training new personnel. Effective leader with great communication skills

CONTACT

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Lebanon, Beirut

April 5, 1996

LANGUAGES

- **Arabic:** Native
- **English:** Very Good
- **French:** Very Good

AREAS OF EXPERTISE

- Digital Marketing
- Marketing Strategy
- Customer Service
- Sales Tactics
- Store Operations
- Stock Management
- Product Presentation
- Product Marketing
- Complaint Handling

EDUCATION

2015 – 2020 | Bachelor's degree in Business Management
AUL, Lebanon

CONTINUING EDUCATION

2020 | Certificate in Digital Marketing, By Intoact

WORK EXPERIENCE

2023 - Present | Assistant Manager
• Boudi Mobile

2022-2023 | Call center
• Boudi Mobile

2022 - 2022 | Medical Biller Insurance
• Hoptial Libanais Geatawi

2021-2022 | Order Picker
• Toters Fresh

2018 - 2021 | Customer Service
• Golden Star

2017 - 2018 | Mystery Shopper
• Malak Al Tawook

2016 - 2018 | Customer Service Specialist
• Wooden Bakery

2015- 2016 | Sales Coordinator
• ZARA, Lebanon

2014 - 2015 | Scoози
• Waiter

SOFT SKILLS

- Communication
- Organizational
- Stress Management: