

CHRISTOPHER MOUBARAK

GENERAL MANAGER

PROFILE

Ambitious and motivated General Manager with over 6 years of experience providing administrative support and driving sales and profitability through innovative strategies. I possess a successful track record in operations, customer service and revenue growth.

EDUCATION

Notre Dame University - Louaizé • 2015 - 2020
Bachelor in Business Administration,
Degree in International Business Management.

Collège Notre Dame de Louaizé • 1999 - 2015
Baccalaureate in Sociology and Economics.

CERTIFICATE

ESSEC Business School • 2021
Foundations of strategic business analytics.

SKILLS

Soft Skills

Time management • Problem Solving • Leadership

Hard Skills

MS Word • Excel • PowerPoint

LANGUAGES

Arabic • English • French

CONTACT

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CAREER SUMMARY

General Manager

Jewelry Moubarak | 2016 - present

- Direct and indirect communication with customers.
- Establishing, developing and maintaining positive business and customer relationships.
- Organizing meetings and training new employees.
- Ordering products from wholesalers.
- Closing the accounts daily.

Travel Consultant & Guide

Youth Of Mary | 2019

- Organized travels through booking meetings in embassies, tickets and accommodation.
- Verified customers' passports, visas, and state issued ID's, and ensured proper identification for passage to foreign countries.
- Handled unforeseen problems and complaints.
- Collected and recorded deposits and final payments.
- Arranged tours for groups.
- Ensured the safety of the tours' groups.

General Foreman

Elio Moubarak Building | 2018 - 2019

- Produced schedules and monitored attendance of crew.
- Organized and operated control of construction site.
- Ensured manpower and resources are adequate.
- Direct and indirect communication with suppliers.
- Supervised for the progress of the entire project.

VOLUNTEER WORK

Administrative Manager

Charbel Salameh's Art of Giving group • 2021 - present

- Accomplished several missions while helping families & NGOs.
- Organized meetings and collaborated with project teams to ensure timely decision-making.

Member

World Organization of the Scout Movement • 2008 - 2011

- Earned badges in different skills.
- Shown a commitment to attending regular meetings.
- Participated in all given sessions and camps.