

# JOE TAWK

## BUSINESS MARKETING

Nationality  
Lebanese



Dekwaneh  
Lebanon



Joe\_tawk996@ho  
tmail.com



+961 70570579

Enthusiastic marketing manager or salesman eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Always greedy to know more about sales and marketing. Always the first to engage with customers and leverage the internet in an excellent way. Motivated to learn, grow and excel in the business world.

### Experience:

#### **Duty manager at Spinneys-Hazmieh (September 2021-Present)**

- Supervising all aspects of FMCG products.
- Assisting in front end work. (To oversee cashiers, baggers and other employees within the checkout area resulting in great customer service)
- Managing inventories, analyzing sales performance, ordering products and budgeting. Dealing with customers queries and complaints.

#### **Financial advisor at MetLife insurance-Zalka (March 2021-August 2021)**

- Provide financial services to clients based on their financial situation.
- Provide insight into how individuals can save more and build their wealth.
- Used the professional training given by the company to construct personalized financial plans that aim to achieve the financial goals of clients. These plans include not only investments but also saving, budget, insurance and taxes strategies.
- Check in with my clients on a regular daily basis to re-evaluate their current situation and future goals and plans accordingly.

#### **Sales merchandiser at Bockti-Dekwaneh (March 2019-February 2021)**

- Increase customers satisfaction by making them top priority.
- Providing and distributing new products to different major supermarkets.
- Achieving the target through high communication and team leading.
- Improvement in operations and client support.

#### **Pre-sales and sales at U Energy gym-Hazmieh (September 2017-December 2018)**

- Prepared cost estimates by studying customer documents and consulting with project managers.
- Managed technical integration, systems engineering program management and customer support.
- Gained customer acceptance by demonstrating cost reductions and operations improvements.
- Analyzed marketing data, including market trends, competitors' performance and product strength.
- Identified sales opportunities by assessing the environment and devising and implementing winning strategy.

### Education:

- MBA in business management at Western Sydney University (WSU)-(2021-Present)
- Bachelor degree in business marketing at Sagesse University (ULS)-(2015-2020)
- High school diploma in sociology and economics at Saint cœur-Jdeide (2001-2015)

### Extracurricular Skills:

- Microsoft Office: Excel - Word – PowerPoint
- Leadership Skills
- Communicating skills
- Public speaking
- Collaboration and negotiation

### Languages: (Spoken-Written)

- English | Fluent
- French | Fluent
- Spanish | Intermediate
- Arabic | Native