

FOUAD CHMAIT

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EDUCATION

Université La Sagesse

Bachelor's Marketing

Furn El Chebbak , Baabda

2019 - 2021

Modern University For Business & Science

Bachelor's Marketing

Aley

2021 - Ongoing

WORK EXPERIENCE

Al - Mashreq

Insurance Agent

Aley

Sept 2019 - Dec 2020

- Oversee client portfolios
- Calculate dividends
- Track insurance claims
- Promote sale of insurance plans
- Respond to clients' insurance - related questions and issues
- Complete administrative tasks

Dominos Pizza

Cashier, Chef, & Operator

Chiyah

Jan 2018 - Jan 2019

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Redeem stamps and coupons
- Issue receipts, refunds, change or tickets
- Collect payments whether in cash or credit
- Cook
- Handling incoming calls to answer questions
- Helping customers use the phone system by providing information about rates and services offered
- Providing post-call follow-up to ensure that customers have been satisfied with the experience

Cafe Noel

Head of Purchasing

Aley

February 2021 - June 2022

- Ensure that purchasing strategies and processes are in place to meet business objectives and operational needs in terms of price, quality and delivery targets
- Ensure strong communication between teams under leadership to facilitate exchange of information and in order to implement change and improvements
- Inspire and motivate the team
- Overall responsibility for Purchasing and Cost Estimating activities across the business
- Review quality of purchased products

SKILLS

Computer Skills: MS Office, Google Drive, Google Sheets, Graphics

Soft Skills: Adaptability, Interpersonal, Problem-Solving, Teamwork, Creativeness, Research & Analytics

Languages: Arabic (Native), English (Professional)