

Mohamad Melhem

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Experience

Cashier (1 May 2022 – 30 September 2022)

Kempinski Summerland Hotel | Beirut-Lebanon

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Count money in cash drawers at the end of shifts to ensure that amounts are correct, and all monies are accounted
- Receive payment by cash, credit cards or room charge
- Process any exchange or refund as requested
- Ensure correct drinks and meals prices
- Issuing a sales report daily

cashier & e-seller (1 year 2 months)

Convenience store | AMB group | Cornish Al Mazraa

- Manage transactions with customers using cash registers
- Collecting payments whether in cash or credit
- Merchandising and performing product demonstrations
- Explaining the features and benefits of products and completing sales
- Providing excellent service to customers both in person and over the telephone before, during, and after the sale

Salesman & Salesforce Leader (6 months)

Fairco INTL | Cornish Al Mazraa

- Operated POS in addition to providing consultation and recommendation to customers
- Provided reviews and audited store inventory.
- Attended to all requests for refunds, customer complaints, and other product-related issues.

Inventory controller (1 year 3 months)

Joli Décor | Beirut Rawshe

- Oversee inventory and supply chain management according to company guidelines
- Perform critical inventory tasks to ensure the correct number of items are in stock
- Prepare, generate, and file financial inventory reports
- Review reports monthly with management

Skills

- Exceptional customer service
- Multi-tasking strength
- Team Player
- Emotional Intelligence
- Working Under Pressure
- Adaptability
- Computer proficiency

Education

- Lycée Français international Elite | Beirut, Lebanon (September 2002 - June 2017)
Lebanese Baccalaureate in Economics and Sociology
- Beirut Arab University | Beirut, Lebanon | (September 2017 - January 2021)
Bachelor's degree in business administration concentration in Banking and Finance.

Languages

Fluent in

- English
- French
- Arabic

