

Younes Chehade

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Education

Beirut Arab University (BAU)

Beirut, LB

- Bachelors of Business: Banking and Finance

Dec 2022

Charité Saint-Vincent de Paul

Beirut, LB

- Lebanese Baccalaureate: Economics and Sociology

May 2019

Experience

Virgin Megastore

ABC Ashrafieh, LB

Duty Manager

Apr 2023 – Present

Salesperson

Jul 2022 – Mar 2023

- Customer Service: Proactively resolved customer issues to ensure a seamless shopping experience.
- Product Organization: Maintained an organized store layout by systematically arranging products in their respective sections.
- Sales Strategy: Implemented upselling techniques to maximize store revenue.
- Store Management: Entrusted with the responsibility of opening and closing the store, ensuring adherence to company protocols.
- Cash Handling: Managed cashier duties with accuracy, handling transactions and maintaining balanced accounts.
- Sales Settlement: Oversaw the sale settlement process, ensuring all sales are accurately recorded and reconciled.

Ministry of Finance

Beirut, LB

Finance Intern

Mar 2022 – Apr 2022

- Budget Management: Learnt the control of budget and expenditure to ensure financial efficiency.
- Public Debt Management: Oversaw managing public debt to maintain the financial stability of the ministry.
- Accounting: Observed general accounting tasks, ensuring accurate financial records.
- Treasury Management: Learnt how to manage the treasury fund, ensuring optimal allocation of financial resources.

Makhzoumi organization

Lebanon

HR apprentice

Mar 2022 – Apr 2022

- Job Descriptions: Assisted in creating and updating job descriptions, ensuring they accurately reflect role requirements.
- CV Writing: Leant CV writing to enhance the chances of securing job opportunities.
- Data Management: Handled Excel entries efficiently, ensuring accurate and up-to-date HR records.

Banque du Liban

Lebanon

Intern

Jul 2021 – Aug 2021

- Central Bank Operations: Gained comprehensive knowledge about the functions of the central bank, its various departments, and the organizational hierarchy.

KidzMondo

Beirut waterfront, LB

Monitor

Jun 2018 – Sep 2018

- Child Recruitment: Managed recruitment activities for children, ensuring a diverse and engaging environment.
- Activity Management: Oversaw children's activities, ensuring they were both fun and educational.

Certifications

- Training and Development Certificate from **Banque du Liban**.
- Career planning course certificate from **Coursera**.
- HR apprenticeship certificate from Makhzoumi Organization.

Skills, Interests and Awards

Skills: CRM, Interpersonal Skills, Communication, MS Office, Collaborative Skills, Leadership, Management.

Language: Arabic (Native), English (Fluent), French (Professional).

Interests: Finance, Economics, Travelling, Food Tasting, Teamwork.

References provided upon request.