



Khaled Nemer

Business Administration Graduate

PROFILE

Dynamic and results-driven business administration graduate with hands-on experience in sales, hospitality, and retail management. Proven ability to effectively manage operations, drive sales growth, and deliver exceptional customer service. Adept at multitasking, problem-solving, and fostering strong client relationships to achieve business objectives. Seeking opportunities to leverage skills and expertise in a challenging and rewarding role.

EXPERIENCE

2020-Present

Nemer Institution

OPERATIONS AND ACCOUNTING MANAGER

- Managing day-to-day operations of a busy grocery store, overseeing inventory management, purchasing, and staff scheduling.
- Implemented efficient accounting systems and procedures to track expenses, revenues, and financial performance.
- Analyzing sales data and trends to identify opportunities for increasing profitability and reducing costs.
- Training and supervising staff to deliver exceptional customer service and maintain high standards of cleanliness and organization.

2017-2019

Movenpick Hotel

RECEPTIONIST

- Welcomed guests with a warm and professional demeanor, ensuring a positive first impression of the hotel.
- Managed guest inquiries, reservations, and check-ins efficiently using hotel management software.
- Handled guest complaints and requests promptly, resolving issues to their satisfaction while upholding the hotel's standards.
- Coordinated with other hotel departments to ensure smooth guest experiences and resolve any operational challenges.
- Maintained accurate records of guest information and transactions, ensuring data integrity and confidentiality.

2014-2016

Ibrahim Carpets & Antiques

SALES EXECUTIVE

- Managed day-to-day client servicing and sales operations in a bustling retail environment.
- Utilized persuasive communication skills to engage customers, understand their needs, and recommend appropriate products.
- Achieved and exceeded sales targets through proactive selling techniques and effective product knowledge.
- Provided exceptional customer service to ensure customer satisfaction and repeat business.

CONTACT

📍 Beirut, Lebanon

📞 +961 76 944 425

✉ khalednemer20@gmail.com

🌐 /khaled nemer

EDUCATION

2024

**BACHELOR OF BUSINESS
ADMINISTRATION**

Arts, Science & Technology University in Lebanon

EXPERTISE & SKILLS

Sales

Accounting

Customer Relationship Management

Social Media Management

Data Driven Analysis

Retail Operations Management

Multitasking and Time Management

Microsoft Suite

LANGUAGES

Arabic (Native)

English (Fluent)