

Serouj Boyadjian

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CAREER SUMMARY

Ambitious, enthusiastic, and disciplined professional with a background in Business Administration and a strong foundation in leadership and sports instruction. Attentive to detail and a collaborative team player with diverse experience in technical operations, coaching, and academic tutoring. Passionate about leveraging organizational and communication skills to contribute to a dynamic professional environment.

EDUCATION

Bachelor of Business Administration
Haigazian University | Beirut, Lebanon

August 2023 – Present

Lebanese Baccalaureate, Socio-Eco
AESSBH | Beirut, Lebanon

October 2008 – June 2023

PROFESSIONAL EXPERIENCE

Hardware Store Cashier & Operations Associate
HANDYMAN | Beirut, Lebanon

June 2023 – April 2026

- Processed cash, checks, and card payments with high accuracy, verifying amounts, detecting discrepancies, and ensuring compliance with cash handling and financial control procedures.
- Maintained detailed daily transaction logs and financial records, supporting reconciliation processes and minimizing errors or discrepancies.
- Performed cash reconciliation and end-of-day closing procedures, ensuring alignment between physical cash and recorded transactions.
- Handled customer inquiries and resolved issues effectively using strong problem-solving and communication skills, escalating complex cases when necessary.
- Delivered a professional, empathetic, and patient-focused customer experience, ensuring a welcoming and supportive environment while handling transactions efficiently.
- Managed inventory tracking and documentation, ensuring accurate records and supporting operational efficiency.
- Managed multiple responsibilities simultaneously in a fast-paced setting, demonstrating strong attention to detail, time management, and problem-solving skills.

PE Teacher & Basketball Coach
College Immaculee | Beirut, Lebanon

October 2024 – June 2025

- Instructed physical education for grades 1-9, focusing on the development of fundamental sports skills.
- Coached the after-school basketball program, promoting teamwork and competition.

MMA Instructor
ABBA Center | Beirut, Lebanon

January 2024 – December 2024

- Led technical training for children and teenagers, emphasizing discipline and physical development.

Summer School Sports Instructor

Blue Stars Academy | Beirut, Lebanon

July 2024 – August 2024

- Designed engaging training sessions to encourage participation and positive attitudes.

Private Tutor

Self-Employed | Beirut, Lebanon

October 2021 – June 2024

- Provided academic support for grades 4-6 and taught organizational time management.

VOLUNTEER WORK

Armenian Youth Club

January 2024 – Present

- President (since January 2025)
- Treasurer (January 2024-2025)

HU-MUN (Haigazian University-Model United Nations)

October 2023 – June 2025

- Provided logistic and organizational support

LEVAM Interschool tournaments

October 2024 – May 2025

- Served as Chess Referee and Track & Field Event Support Staff

PROFESSIONAL CERTIFICATIONS AND TRAINING

Excel for Business: Mastering Computer Literacy

Haigazian University Business Society

March 2025

Leadership & Communication Program

Haigazian University

July 2024

Reading Financial Statements

Corporate Finance Institute

February 2022

RELATED SKILLS

- Multilingual: English, Arabic, Armenian
 - Inventory Management and Stock Control
 - Microsoft Office Proficiency
 - Cash Handling & Transaction Processing
- Customer Service & Client Relations
 - Teamwork & Collaboration
 - Problem Solving & Conflict Resolution
 - Technical Hardware Solutions

Interests

- Chess
 - Fitness, Martial Arts, Running
- Board Games
 - Piano