

Mohammad Ali Omeis

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EDUCATION

From Fall-2014 to Fall-2017

Lebanese International University

Beirut, Lebanon

Bachelor in Communication Arts Obtained
in fall 2017

GPA over 4: 3.05

From 10/1999 to 5/2014

Al-Amir High School

Beirut, Lebanon

Lebanese Baccalaureate in Sociology and Economics: Official in 2012

EXPERIENCE

From 08/2018 till present

Lebanon network and technology SAL

Beirut, Lebanon

Position held: Purchase and Accounts Manager

- Placing Pre-orders for all our brands (90 brand) for new and active codes.
- Stay tuned for everything new released in the market that might be good to reselling.
- Making sales deals with clients all over the country.
- Making sure our stocks are always under control and healthy and we have turn over on monthly basis.
- Collecting money from clients when they reach due dates.
- Showrooms visits to check displays, competition, clients issues, training in case needed...
- Communicating with the original brands suppliers for orders, deals.

From 04/2018 till 07/2018

Virgin MegaStore - Beirut Souks and ABC Achrafieh branch

Beirut, Lebanon

Position held: Duty Manger in store

- Calculated daily targets for employees and how much we still need to achieve it.
- Communicated with the head office by email and telephone to always stay on the same page regarding any updates related to the store or staff.
- Monitored the staff work and making sure they are doing their job to the fullest.
- Prepared the schedule of the employees on daily basis.
- Solved issues related to customer service, and repair cases.
- Took hard and firm decisions that are related to employees, store, and customers.

From 12/2017 to 04/2018

Virgin MegaStore - Opera and Beirut Souks branch

Beirut, Lebanon

Position Held: Covering Duty-Senior Sales – MultiMedia and Electronics Department

- Assisted in managing the whole store with all its departments.
- Daily sales calculations, prepared money for the cash and ticketing departments on daily basis.
- Leded the whole team towered selling and making more money to reach our target.
- learned how to cover all departments (cash, ticketing, boutique, books, music DVDs) in case of any emergencies
- Kept on doing my original job as a senior on the multimedia and electronics department.

From 03/2016 to 12/2016

Virgin MegaStore - Opera branch

Beirut, Lebanon

Position held: Senior Sales – MultiMedia and Electronics Department

- Prepared daily, weekly, and monthly records for purchases, sales, and stocks.
- Made replenishments from other branches.
- Communicated with the customers via email and telephone calls. Answer their queries regarding availability of the items, new technology, new trends, complaints, etc.
- Maintained a record of the electronics sold every day. Updated the stocks accounts with the number of total sales on that date.
- Trained the multimedia team on any update in our department.
- Leded the team on how displayed should be done, customer service, sales experience

From 10/2014 to 03/2016

Virgin MegaStore - Opera branch

Beirut, Lebanon

Position held: Junior Sales – MultiMedia and Electronics Department

- Interacted with the walk-in customers and provide them with the exact items that they need. Suggested items that can provide their needs. Assist the customers to make their purchases.
- Daily display for the items we already have in store and the new ones we receive.

From 02/2012 to 08/2014

Stars communication – Verdun branch

Beirut, Lebanon

Position held: Junior Sales – MultiMedia and Electronics Department

- Fixed issues people had with their phones.
- Monitored stocks and making sure we have everything ready and displayed in store.
- Helped every customer to full fill their needs and assist in choosing the right phone for them.

ACTIVITIES/SERVICES

From 010/2015 to Present

Freelance Photography and Videography

Beirut, Lebanon

- Created short movies from (pre-production – production – post production) •
Working on ads (NGO, designers, business school...) from A to Z.
- Photography (models, nature, food, and sights...)

SUMMARY SKILLS

COMPUTER SKILLS: Adobe Premiere Pro, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Elvis, Outlook, MS Word, Excel, PowerPoint.

LANGUAGES: Fluent in English, Arabic, and Basic Turkish

SOFT SKILLS: Leadership, Communication, Team-Building, Public Speaking, Time Management, Creative and Critical Thinking **CAMERA**

SKILLS: Camera specs, Skills in shooting video and photo.