



# Khaled El Itani

jack of all trades

📍 Beirut, Lebanon

✉ Khaleditani@live.com

☎ +961 3 770 802

## EXPERIENCE

### Store Keeper - Telecommunication Store

Jan 2010 - Currently

### Sales/Promoter - Sony Fattal Group

Nov 2015 - May 2016

### Sales - Auto parts Accessories

Feb 2012 - Apr 2013

## EDUCATION

### Always Learning

Graphic & Web design Diplome  
Mira Training Center 2012

### BREVET

Rene Muawad 2009

### PLAN, ORGANIZE

Define Goals and Objectives, Schedule and Develop Projects or Programs.

### CUSTOMER SERVICE

Effectively Solve Problems and Challenges That Satisfy Customers.

### ADAPT TO CHANGE

Easily and Quickly Respond to Changing Assignments, Work Settings and Priorities.

### MAKE ARRANGEMENTS

Coordinate Events, Handle Logistics.

### SELL

Promote a Person, Company Goods or Services, Convince of Merits, Raise Money.

### MANAGE TIME

Ability to Prioritized, Structure and Schedule Tasks to Maximize Effort and Meet Deadlines.

## SKILLS

### DEAL WITH FEELINGS

Draw Out, Listen, Accept, Empathize, Express Sensitivity, Defuse Anger, Calm, Inject Humor, Appreciate.

### MULTI-TASK

To effectively Manage a Variety of Tasks and Projects Simultaneously.

ENGLISH



ARABIC



WINDOWS



OFFICE

