

Fakhoury, Alaa Al Dine

Nationality Lebanese

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EDUCATION

Nov 12 – Feb 17 **Art and Technology** - Bachelor of Business Administration - Faculty of Accounting **Beirut, Lebanon**

PROFESSIONAL EXPERIENCE

Oct 16 – May 17 **Pain D'Or** **Beirut, Lebanon**

Branch Operator – Taking orders and serving customers.

- Handling the branch cashier.
- Taking orders from customers and coordinating with the production team and operations.
- Controlling the delivery team supply period.
- Checking on the branch products' availability.
- Serving customers and solving their complaints if any.

Oct 14 – Sep 16 **Yamaha Motors** **Beirut, Lebanon**

Branch Manager - Managing the show room and performing all tasks related to obtain sales targets and customers' satisfaction.

- Purchasing products by setting orders and coordinating with the suppliers.
- Responsible for all marketing activities.
- Responsible for the sales and customer service.
- Coordinating with the maintenance department to make sure all the orders are being delivered on time and as per the customers' requests.

Feb 12 – Sep 14 **Electricity of Lebanon (K.V.A s.a.l.)** **Beirut, Lebanon**

System Operator

- Responsible for customer requests and services.
- Performing audit on all documentations received from the customers before reporting to the management.
- Reporting to the Electricity of Lebanon for all daily customers' transactions.
- S.A.P System Administrator.
- Responsible for Training and orientation of new employees.

Jun 07– Dec 11

Micro Net Computer Shop

Beirut, Lebanon

Shop Owner and Manager

- Selling electronics and computer related products and accessories.
- Video Games rentals in and outside the shop.
- Maintenance of computers and video games.

LANGUAGES

Arabic (Native), English (Fluent)

SKILLS

Microsoft Office

References

Name: Mr. Wassif Hounaini

Job Title: Chairmen of Studies & Monitoring Division

Company Name: Electricity of Lebanon

Contact Details: Phone Number: +961-70820505

Name: Dr. Nahed Taha

Job Title: Dean of Marketing Faculty

Institute Name: AUL University

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