

## **Mohammad Bazzi**

**Corneich El-Mazraa, Beirut**

**71/844345 | bazzimhmd@gmail.com | 25 years old**

### **Objective**

Proactive and devoted assistant manager adept at collaborating closely with the executive and assuming responsibilities of

Managing daily activities, directing operations and supervising staff in

Order to assist in actualizing firm's aspirations, short term initiatives and long term goals and objectives.

### **Experience**

- **Assistant Manager 1 – Azadea Group – Zara, Verdun FEB 2018 | PRESENT**

***Key Functions:*** Leadership - Organization - Recruiting & Training -

Customer Service - Attention to Details

- Assist the retail store manager in organizing, planning and implementing strategy
- Commercial analysis/ workshops & pilot shops
- Coordinate operations
- Ensure schedules and objectives are met
- Coach, supervise and motivate staff (above 45 associates)
- Monitor retail operating costs, budgets and resources
- Communicate with clients and evaluate their needs and specifications
- Create reports, analyze and interpret retail data
- Actively seek ways to achieve or exceed shop sales targets / Sales Comparison reporting between last and current year, competitors and performance report analysis

- Achieve the revenue targets for the store / work on EBITDA report for better sales performance
- Investigate and resolve staff and customers issues and complaints regarding operational
- Drive recruitment process and training & development
- Secure adherence to company's policies and guidelines
- Establish strategic goals by gathering pertinent business, financial, service, and operation information; identifying and evaluating trends and options.

- **Assistant Manager 1 – Azadea Group – Zara, Dbayeh NOV 2016 | FEB 2018**
- **Assistant Manager 1 – Azadea Group – Zara, Verdun FEB 2015 | OCT 2016**
- **Shop Manager – Les Amis Boutique – Hamra DEC 2014 | JAN 2015**
- **Shop Manager – Baby Shop – Centrepoint (Citymall & Hadath) Landmark Retail Lebanon OCT 2010 | NOV 2014**

Accomplished 5 openings for “Centrepoint and Babyshop” stores in City Mall, Le Mall, City Centre, Hadath and Saida.

### **Key Responsibilities**

Customer Service

Target achievement

Competitors analysis

Operational and financial auditing for 24 inventories

Performance management

Training and development

Monthly and weekly auditing for cash

Visual merchandising

Monthly and daily pre-setting target

Monthly pre-improvement planning

Monthly report including achievements, improvements and planning

IT and Marketing support

- **Sales Associate & Cashier – Axara / U.S. Polo Association - Beirut, DT Foch Street 2009 | 2010**

## **Education**

- **BBA in Business & Marketing – LIU - Beirut 2010 | 2015**

+ CSIT- Information Technology / Accomplished two semesters in 2010

- **ELS European Lebanese School - BACCII/ Socio-Economics 2009**

## **Skills**

Microsoft Office Suite

Adobe Photoshop

RFID Stock Control System

LANPOS

ORACLE

## **Trainings**

MDP certificate ( Manager Development Program)

Time Management

Business Language

Exceptional Customer Service

Product Knowledge

Loss Prevention

Building Rapport

Leadership Skills

Building Relations

Management Fundamental Skills

### **Languages**

Fluent in Arabic: Written – Read – Spoken

Fluent in English: Written – Read – Spoken

Basic Knowledge in French

**References and Recommendation Letters are available upon request.**