Kevork Kouyoumjian 

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**P E R S O N AL I N F O R M A T I O N**

Date of Birth : 24 Sept 1993

Nationality : Lebanon

Marital Status : Single

**P E R S O N A L P R O F I L E**

I am hard working and an outgoing person who enjoys the challenge of business. I am self motivated and looking for new challenges in life. I am dedicated and totally committed with an ability to take on responsibilities and fulfil expectations with my pleasant personality and good communication skills.

**W O R K E X P E R I E N C E**

**Paris Gallery “Abu Dhabi Mall”**

**Sales department**

**Sales Executive June 2013 – Sep 2014**

**Key responsibilities:**

* Record sales and send copies to the sales office
* Answering customers' questions about products, prices, availability, product uses, and credit terms.
* Greet customers and ask if they are looking for anything in particular.
* Being able to handle stress.
* Achieving sales targets.

**Ninara Lounge “Dubai Marina”**

**Management Department Jan 2013 – May 2013**

**Supervisor And Coordinator**

**Key responsibilities:**

* Handling all the cash and credit card transactions.
* Greeting the patrons on arrival and assisting them in finding the right table.
* Booking reservations and obtaining clients needs by answering telephone calls.
* Explaining how various menu items are prepared, describing ingredients and cooking methods.
* Leading the team on each shift, ensuring the company service standards are upheld.

**Medialeb “Beirut ” July 2012 – Nov 2012**

**Media and Advertising**

**Sales**

**Key Responsibilities:**

* Utilizing social networking opportunities to facilitate sales and increase brand awareness.
* Creating new Ideas.
* Determining new market channels.
* Direct advertising, media and literature development and release.

**The Sultan Centre (TSC) Jan 2011 – Dec 2011**

**Accounting Department**

**Cashier**

**Key Responsibilities:**

* Counting money, giving change and issues receipt for funds received.
* Resolving customer complaints and resolve their issues.
* Stock Items when required.
* Maintain clean and orderly checkout areas.
* Receive payment by cash, check, credit cards and vouchers.

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| * Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. * Perform the duties of customer Service representative when required. * Balance all transactions at the end of the day for cash reconciliation. |
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**EDUCATIONAL QUALIFICATION**

* Diploma; ( Airline Ticketing ) “ Mira Training Center ” in Beirut 2014
* High School BT3; ( ACCOUNTING AND COMPUTER ) “Technical Institute of Tourist and Commercial sciences” in Beirut-Lebanon - July 2012

**SKILLS**

**Communication**

* Good communication skills, gained from studying and working in a culturally diverse environment.
* Good Negotiation and Persuasion skills, developed by working on team projects during my course that involved different roles.

**Team work**

* Effective team player and able to work with people of different cultural backgrounds.
* Enjoy working in a team-based environment and also able to work independently.

**Languages**

* Perfect command of spoken and written Arabic.
* Perfect command of spoken and written English.
* Perfect command of spoken and written French.
* Perfect command of spoken and written Armenian.

**Computer skills**

* Comprehensive knowledge of personal computers and software packages, including specific knowledge of MS Word, MS Excel, MS PowerPoint, MS Access, electronic documents management, ( GDS: Amadeus ) Typing, outlook and imaging software…