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**Mary Georges Daoud**

**Objective:** An entry level position job in Management and customer service where I can contribute positively given my education in this field. Appreciate teamwork and capable to work under pressure and tight deadlines.

**Personal Information**

Nationality: Lebanese, Date of Birth: 27/10/1989, Marital Status: Single

**Professional Experience**

**January 2015 till present** Article Bronze Antique-Dora-Lebanon

**Owner**

 Coordinate with dealers about their request for chandeliers, statues, wedding decorations,

 Dealing with customers for decorating their places in different regions

 Working under pressure in order to finish before deadline

**December 2012 till October 2014** ABC Ashrafieh- Lebanon

**Senior Customer Service Representative**

 Supervise the customer service team (15 agents) such as preparing and monitoring the schedule, attendance and performance.

 Handling all the events organized in our branch and

managing the hostesses responsibilities

 verifies the work of assigned employees for accuracy, paper work methods, techniques, and compliance with applicable standards and specifications.

 Delegating responsibilities to the team respecting timely manner

 Cover and assist the customer service representatives in their duties when needed

 Trainings assigned to employees including appropriate methods,

procedures and techniques

 Manage weekly/monthly reports

 Assists in the recruitment process of the department’s staff

 Follow up with customers to afford a professional customer service before and after action

 Assist customers in opening monitoring and closing their wedding

accounts

 Building relationships with key and loyal customers

 Attending a weekly meeting with operations division

 Dealing and communicating with other departments

(marketing, accounting/finance)

 Making quizzes each 3 months to assure the staff knowledge

 Building Action plan and Standard customer service manual

**November 2009 till December 2012** ABC Ashrafieh- Lebanon

**Customer Service Representative**

 Receive customers complaints and assure to solve them

 Handle Privilege/credit card application in affiliate with Bank Audi

 Tax Refund for tourists

 Wedding / Birth list process

 Official receipts process

 Prepare a memorandum for any occurred changes

 Supervise, monitor and oversee seasonal hostesses performance

 Communicate and coordinate with marketing department

 CRM customer’s data entry

**September 2008 till November 2009** ABC- Ashrafieh- Lebanon

**Cashier**

 Communicate policies and procedures on weekly basis

 Assist the supervisor for managing cash difference and monthly incentives

 Ensure an outstanding customer service

 Communicate with banks and companies related to credit cards like Amex, CCM, Audi, etc…

 Handle customer’s bank issue

 Develop and review operating procedures to increase efficiency

 Coordinate activities of cashiers engaged in receiving money, keeping record of transactions

 Trained new employees on their tasks

**Trainings**  Body language, First Impression by ABC Training Specialist

Team

 CCM, counterfeit money and credit cards by Mr. Alexi Saghbini

Executive Manager for Visa

 grooming and Hygiene by ABC training Team

 Conflict management, support change by ABC Training

Specialist Team

 Communication skills, attitude and approach by ABC Training

Specialist Team

 Integration champion, how to handle new comers

 Shoplifting, Selling techniques by ABC Training Specialist Team

 Performance management by ABC Training Specialist Team

 Certificate for being selected as Top Performer appreciating the

high level of proficiency in handling the assigned tasks.

**Certificates**

 Certificate for Appreciation and hard work

 Global Refund calculation/ tax Refund by Cybelle Khalil-General

Manager

 Customer service from the Heart by Starmanship

 Employee of the month in marketing and selling for promoting

ABC’s gift card



Certificate from HR department for building customer service

manual

**Education**

**Skills**

 **B.A in Business Management**

American University of Science and Technology, Lebanon, An affiliate to the State University of New York and Concordia University, Quebec, Canada. Graduated on February 2013



3rd year secondary**N**s**o**o**t**c**r**i**e**o-**D**ec**a**o**m**n**e**om**de**ic**la**an**P**d**r**h**o**u**v**m**id**a**e**n**n**i**c**ti**e**es**school**

Date of Graduation: June 2008

 **Computer**

MS Office (Word, Excel, PowerPoint, outlook and Access)

 **Accounting**

Win DSS, Dolphin

**Languages** Fluent in English, French and Arabic

**Interests** Interested in reading, surfing the web, playing guitar.

**References** Available Upon Request.