**Charbel Awad**

**PE RS ON AL IN FOR MATIO N**

Social Status : Single

D.O.B : 7/11/1994

Nationality : Lebanese

Place of Birth : Rashia

Phone Number : +961 76664895

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Address : Sixth Floor, Jdeideh, Bauchrieh, Matn, Lebanon.

**OBJECTIVE**

Seeking a full-time job where I can contribute with all the skills and knowledge I gained using my experience and education to help the place meet and surpass its goals.

**EDUC ATION**

**October2010-June2014 College des Soeurs des Saints-Cœurs- Bauchrieh**

*BT3-Accounting*

**October2008-June2010 College des Soeurs des Saints-Cœurs- Bauchrieh**

*BP2-Accounting*

**WOR K EX PE RIEN CE**

**February2016 - Present Chahoud Electric** (**Accounting and Sales)**

*Duties and responsibilities:* Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Ensure customer satisfaction through excellent sales service, Assess customers’ needs and provide assistance and information on product features. Remain knowledgeable on products offered

**November 2015 – February2016 BHV Deco-Admic** **(Sales and Cashier)**

*Duties and responsibilities:* Ensure customer satisfaction through excellent sales service, Assess customers’ needs and provide assistance and information on product features. Remain knowledgeable on products offered, Team up with co-workers to ensure proper customer service

Build productive trust relationships with customers. Scan goods and collect payments, and handle cash transactions with customers.

**December 2013 – October 2015 Pavillion Royal-Biel** (**Assistant of waiters)**

*Duties and responsibilities:* Responsible for the cleanness and correctness of the table settings. Assist any serving if needed. Be the link from the crew to the Maitre and keep him informed about all the crew matters in his department.

**February 2012 – November2013 Casper and Gambini (Hostess)**

*Duties and responsibilities:* Interact with arriving guests as they enter the restaurant. Monitoring the open dining sections of the restaurant for empty and cleaned tables, also estimating wait times for guests, monitoring the guest waiting list, and ensuring that the needs of the guests are met while they are waiting.

**February 2008 – January 2012 Original Car Wash Cafe 5 stars (waiter and cashier)**

*Duties and responsibilities:* Initial point of contact between clients, taking customer’s orders, in addition to invoicing and providing help and assistance to customers.

**S KILLS AND QUALI FIC ATIONS**

* Fluent in spoken and written Arabic, English and French.
* Proficient in the use of Microsoft Office