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| **Vrej-Gilbert Matiossian** | | |
| *Meralco street, Khalil Ghantous building – 4th floor, Mazraat Yachouh, Beirut – Lebanon*  Mobile: +961 70 902521, Email: vrejmatiossian@outlook.com | | |
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| **OBJECTIVE** | | |
| I am focused on building a successful career in Human Resources and aim to work with professional groups who offer me the opportunity for career advancement and professional growth.  **EDUCATION** | | |
| 2010- 2014 | **Haigazian University** | Beirut, Lebanon |
|  | **Bachelor degree**  Business Administration. |  |
| 2009 | **Yeghishe Manoukian College**  **Lebanese Baccalaureate**  Socio-Economic Section | Dbayeh, Lebanon |
| **WORK EXPERIENCE** | | |
| April 2017  2010-2017  2009-2010 | **Human Resources**  Ice Cream Factory  Recruiting  Training the new and old employees  Preparing the payroll of the company  Motivating employees  Managing the branches  **Acting Floor Manager**  Roadster diner  Motivating employees  Solving all kind of problems with staff and guests  Customer-focused, high customer service  Achieving high profitable shifts  Ability to work under pressure  Minimizing cost (Labor cost, Waste…)  Opening and closing of the branch  Checking on the inventory and quality  Organizing job among employees  Preparing weekly schedule  Daily follow-ups  Training new employees  Training old employees for their new positions  **Cashier**  Jack’s Pizza  Responsible for the daily invoices  Responsible for taking the delivery orders | Dbayeh, Lebanon  Dbayeh, Lebanon  Zalka, Lebanon |
| **TECHNICAL SKILLS** | | |
|  | * Microsoft office: Word, Excel, Outlook and Power point. * IOS and windows | |
| **LANGUAGES** | | |
|  | * Arabic: Fluent * English: Fluent * Armenian: Fluent * French: Basic | |
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| **SOCIAL ACTIVITY /PROJECT** | | |
|  | * Football * Swimming * Scout du Liban | |
| **ADDITIONAL INFORMATION** | | |
|  | * Lebanese * Enthusiastic, quick to learn with good interpersonal and organizational skills with a high sense of responsibility. * Highly motivated and committed to continuous learning and self-improvement. | |

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| **REFERENCES** |

Available upon request