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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 20172010-20172009-2010 | **Human Resources**Ice Cream FactoryRecruitingTraining the new and old employeesPreparing the payroll of the companyMotivating employeesManaging the branches**Acting Floor Manager** Roadster dinerMotivating employeesSolving all kind of problems with staff and guestsCustomer-focused, high customer serviceAchieving high profitable shiftsAbility to work under pressureMinimizing cost (Labor cost, Waste…)Opening and closing of the branchChecking on the inventory and qualityOrganizing job among employeesPreparing weekly scheduleDaily follow-ups Training new employeesTraining old employees for their new positions**Cashier**Jack’s PizzaResponsible for the daily invoicesResponsible for taking the delivery orders | Dbayeh, LebanonDbayeh, LebanonZalka, Lebanon |
| **TECHNICAL SKILLS** |
|  | * Microsoft office: Word, Excel, Outlook and Power point.
* IOS and windows
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| **LANGUAGES** |
|  | * Arabic: Fluent
* English: Fluent
* Armenian: Fluent
* French: Basic
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| **SOCIAL ACTIVITY /PROJECT**  |
|  | * Football
* Swimming
* Scout du Liban
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| **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