

HRAYR BABOYAN



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PERSONAL INFORMATION

Date of Birth: 17 September 1980

Sex: Male

Nationality: Armenian, Lebanese

Resident: Lebanon

Marital Status: Married

CAREER OBJECTIVES

- Seeking new challenges in Supervision and Management which effectively utilizes experience.
- Looking to join a progressive organization that has the need for Business Development Officer/Sales Officer and offers opportunities for advancement.

EXPERIENCE

SALES MANAGER/ UNIPUB ADVERTISING & SERVICES

2017 till Present

Job Description:

- Managing a sales team.
- Reporting monthly sales activity to the administration.
- Dealing and signing contracts with entities.
- Specialized in Courtesy & Mystery visits and report.

BDM & SALES TEAM LEADER / CASHUNITED S.A.L

2005 TO 2016

Joined as a Customer Services Supervisor and have recorded an exceptional growth rate.

1. Customer support
2. Field specialist
3. Business Development officer
4. Business Development Manager & Sales team leader.

Job Description:

- Managing the sales and marketing teams.
- Handling (opening/closing) deals with clients.
- Account Manager and support of 550 dealers for business operations.
- Installation and implementation of the Software related to this field including hotline support.
- Specialized in Courtesy & Mystery visits and report.

SALESMAN / HAR-MEN JEWELERS

2001 TO 2003

Job Description:

- Sales, stock keeping and managing inventory for multiple branches.
- Managing the retail shop of the company.
- Managing the gold workshops.
- Participated in many regional exhibitions:
 1. "Watch and Jewelry Show 2001" in Sharjah - UAE
 2. "9th Arab Jewelry & watch Show 2001" in Abu Dhabi - UAE
 3. "Jewelry Arabia Show 2001" in Manama - Bahrain
 4. "Jawaher 2001" in Beirut - Lebanon

SKILLS

- Good in inter-personal relationships. Self-motivated and sociable in team work.
- Communication & Interpersonal skills, strong analytical and problem solving skills.
- Good knowledge in workflow of accounting operations of companies.
- Ability to lead a team.
- **Computer Knowledge:** (Windows/Microsoft office /Networking / Specialized Business software)

HOBBIES

Music, Traveling, Sport (swimming, soccer and biking) and Hiking.

REFERENCES

Mr Jean Hamalian

Mob: +961 03337025

Mr Albert Karamanougian

Mob: +961 01252652

Mrs Sandra Geagea

Mob: +961 03450751

SALESMAN / KHACHIG & SONS

2000 TO 2001

Job Description:

- Managing Trading Company (Hand Tools & Machines)
- Purchasing
- Stock keeping
- Import & Export
- Sales

ACCOUNTANT / BABOYAN AUDITING OFFICE

1999 TO 2000

Job Description:

- Worked as part timer.
- Book keeping/Auditing the accounting Journals for variety of customers.
- Prepare and present financial statements to the Government. The reports include:
 1. End of year "Depreciation report" for fixed assets
 2. "Profit & Loss" statement
 3. "Balance Sheet"
 4. Miscellaneous Financial statements and declarations to the government

EDUCATION

HIGH SCHOOL / LEVON & SOFIA HAGOPIAN COLLEGE

- Attended courses of MCSE (Microsoft Certified System Engineering) at ALLC (American Lebanese Language Center).
- Attended Several Trainings & Courses such as: Leadership, Negotiation skills, Time Management and Customer Service.
- **Languages (Spoken/Written):** Arabic, English and Armenian.