

Curriculum Vitae

Alexander Tchertigian

Born June 6th, 1991, Beirut, Lebanon

Citizenship: Lebanese

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Objective:

Supervising manager-like roles and responsibilities. Energetic and goal-oriented with a genuine passion in management strategy and well-rounded background in supporting a progressive organization in optimizing performance and growth.

Languages:

Arabic, English, Armenian and Turkish - read, written and spoken

Education:

Higher Education:

- 2016 - BA in Business Administration - Cape Breton University (CBU)

Secondary Education:

- 2007 - 2009 Nubarian Armenian School - Cairo, Egypt
- 2006 - 2007 Tarouhy Hovagimian Secondary School - Beirut, Lebanon

Professional Experiences:

Family Business (Jewelry): *Supervisor*

December 2017-Current.

Beirut, Lebanon.

Developing & supervising the business.

- Analyze the market
- Find potential wholesalers
- Meet with successful businessman in the field
- Communicate, represent and persuade clients
- Satisfy their needs with our production
- Supervise the employees in the production process
- Distribute our production to the market

Yessayan Jewelry: *Matrix 3D Jewelry Designer*

August 2016-November 2017.

Beirut, Lebanon.

Making 3D jewelry designs and producing the product.

- Produce new designs for the company
- Enlarge the production of highly clean and lean designs
- Support the company by contributing in the expansion of the number of designs produced using minimum amount of gold
- Put in better quality and quantity

Heena Jewelry: *Production Manager Assistant* January 2014-March 2016
Cairo, Egypt.

Supervising the production of the employees.

- Follow up the employees' productions to offer the clients with a good quality
- Train the team and develop the strategies of the employees
- Conduct weekly visits to the production company and the CEO
- Maintain quality service by establishing and enforcing the organization standards
- Analyze the market and develop new techniques to stay one step forward in the market

Diamond Land: *Sales Representative* December 2009-November 2013
Cairo, Egypt.

Representing the products to the market.

- Track sales opportunities and develop a funnel of potential customers
- Manage A Class existing and new clients
- Create tailor made logistic solutions to facilitate the flow of the shipments domestically and internationally
- Develop weekly sales recaps and provide account tracking of customer achievements, losses and competitive information
- Analyze account recaps to monitor revenue trends and develop service recommendations
- Achieve the entire target with my team

Key Strengths:

- Customer Relations Development
- Performance Management
- Employee Training
- Business Outreach Strategies
- Leadership
- Customer Satisfaction
- People skills
- Effective Communication with People of Diverse Backgrounds
- Team Working Spirit
- Pleasant Attitude
- Hardworking and Serious
- High Attention to Details
- Flexible
- Confidential, Trustworthy and Loyal

Computer Skills:

- Microsoft Office

Activities/Hobbies:

- Basketball: played at CBU team and HMEM club in Egypt
- Cars