

Mohamad Khalil Tawil

CONTACT

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street

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WORK EXPERIENCE

Pearl company

Jan 2016 — March 2016

Junior accountant trainee

- Analyzing balance sheets and general ledger accounts
- Creating invoices
- Making correction to inaccurate entries
- Traking inventory

Sarrajco

June 2016 — Dec 2016

Warehouse clerk

- Taking customer documentation to determine items required inventory
- Preparing customers orders
- Sorting merchandise
- Maintaining supplies
- Verifying inventory
- Keeping warehouse stocked with essential equipment

Sibaii electric store

Feb 2017 — April 2018

Retail store manager

- Managing a team of 8 employees
- Planning various promotions for the store
- Recruiting new employees
- Assisting customers
- Handling all merchandising, inventory control, ordering, and cash control
- Ran several successful promotions and improvments which lead to an increase in sales by 30%

QUALIFICATIONS

- Hard worker
- Dedicated
- Great in team work
- Fluent in Arabic and English
- Computer skills in Microsoft office word, Excel, Powerpoint, and Outlook
- Organized and capable of working under pressure
- Thinks logically and have a practical approach when facing a problem
- Always ready to learn new skills and working techniques

EDUCATION

Bachelor of science in Business
Management

Sept 2010 — June 2015

Lebanese American University

Graduated in 2010 from Adventist secondary School (high school diploma)

INTERESTS

- Gym/physical fitness
- Basketball
- Swimming
- Social interactions
- Cars and motorcycles fanatic

REFERENCES

References available upon request.