**Curriculum Vitae**

**Alexander Tchertigian  
Born June 6th, 1991, Beirut, Lebanon  
Citizenship: Lebanese**

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**Objective:**

I’m a well presented, energetic and goal-oriented person with a genuine passion in Business Administration. I have a well-rounded background in supporting a progressive organization in optimizing performance and growth. I am seeking for a job position in a caring, reputable and professional organization.

**Languages:**

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

**Education:**

2016 BA in Business Administration (Finance & Marketing) - Cape Breton University (Canadian University)

**Professional Experience:**

**Company: Garage Mike**

*Role: Garage Supervisor*

Dates: August 2020 to Today

**Duties: Supervising the garage and all the clients**

* Dealing with the customers’ needs
* Managing the employees
* Doing car scanners
* Communicating with the suppliers
* Handling the delivery of all the auto parts
* Operating the accounting & payments

**Company: MedWorld**

*Role: Junior Accountant & Documents Officer*

Dates: October 2019 to July 2020

**Duties: Handling accounting duties & operating governmental documents**

* Day to day accounting transactions (Invoicing, Data entry, Archiving…)
* Journal entries/Journal vouchers
* Accounts receivable/Receipt vouchers
* Accounts payable/Payment vouchers
* Bank reconciliation/Handling petty cash
* Handling of bulk cash money to deposit at banks
* Handling of official governmental documents at the Ministry of Health, Syndicate of Doctors…
* Assist in maintaining the General Ledger of the company and subsidiaries up to date
* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Assist with reviewing of expenses, payroll records etc. as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit weekly/monthly reports
* Assist senior accountants in the preparation of monthly/yearly closings
* Warehouse & Inventory management
* Stock control

**Company: Arzrouni Jewelry**

*Role: Supervisor*

Dates: May 2016 to August 2019

**Duties: Developing & supervising the business.**

* Analyze the market
* Find potential wholesalers
* Meet with successful businessman in the field
* Communicate with clients & persuade them
* Satisfy their needs with the production
* Handle minor finances on Microsoft Excel
* Handle invoices
* Deal with cash money
* Supervise the employees in the production process
* Distribute the production to the market

**Company: Heena Jewelry**

*Role: Invoicing Clerk & Production Supervisor*

Dates: January 2014 to March 2016

**Duties: Invoicing & supervising the production of the employees.**

* Handle invoices
* 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

**Company: Diamond Land**

*Role: Sales Executive*

Dates: December 2009 to November 2013

**Duties: 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, Sales of Luxury Good/Jewelry/Car parts, Liaison & Coordination, Negotiation, Performance Management, People skills, Effective communication with people of diverse backgrounds, Strong commitment and dedication to customer service and satisfaction, Ability to work under pressure and handle challenging situations, Teamwork, Leadership, Problem Solving, Confidence, Enthusiasm, Self motivation, Hard work, Seriousness, Pleasant Attitude, Flexibility, Confidentiality, Loyalty, Ethics…

**Computer Skills:**

Microsoft Office (Word, Excel, PPT)

**Activities/Hobbies:**

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