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| *Personal profile* |

 **George Abyad**

: **76658669 Mob**

**Address :SIN EL FIL –Beirut**

**: George.abyad@hotmail.com email**

Date of Birth: 22/7/ 1988

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| ***Education*** |

Bachelor Degree in English Literature

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| ***Skills profile*** |

**Languages**

Arabic (mother tongue) Fluent

**English (Speaking, Writing and reading)**

**Communication and Interpersonal Skills**

> Excellent communication skills developed during my work at DHL EXPRESS ,JULIA DUMNA Co and petromin oil co.

> leading personality .

**IT Skills**

>Working knowledge of Ms Office package and the Internet, hardware maintenance .

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| ***Employment History*** |

2011/3/20- 2014/9/1:  **customer service adviser** at **DHL Express**, responsible for receiving packages and delivering them to customers safely and efficiently, Receives packages from customers in service center counters ensuring pleasant and courteous treatment. accurately scans packages according to established procedures, Ensures that packages conform to standards in terms of packaging, labeling, and paperwork, Ensure proper maintain Pick up Manifest, working also in trace department on GEMA program .

2009/12/1-2011/1/31: Airport Ground Operation: Duty Airlines (**Air Arabia** – **SAMA** – **NAS**- **Buraq** ),at **Julia Dumna co** ,supervise on check in process , prepare primary load sheet, cooperate with airport staff and cabin crew to ensure quick boarding to save ground time ,also working on lost and found system at Air Arabia Airline, / ticketing officer on Galileo and Amadeus systems .

2007/3/1-2009/11/30: accounting at UMACO (petromin oil company agent ) duties -receipt of commercial contracts. 2-Check and record the daily accounting program (BAZAR). 3-Follow-up and checking accounts receivables. 4-prepare weekly report. 5-Prepare the payment request orders. 6-matching the accounts of the customers, also visit customers to ensure our salesman providing good service .

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| ***Hobbies***  |

Travelling, internet ,Basketball

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| ***Additional Information*** |

Hold a full clean driving license

***With all my respect***