**TALAR MAJOULIAN**



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Beirut, Lebanon

+ 961 3 484 462

Nov 13 , 1992

**Summary of Qualifications**

* Multilingual with strong critical thinking skills
* Quick learning ability demonstrated through diverse product knowledge training
* Energetic and ambitious personality developed through mature and responsible approaches towards assigned tasks
* Fluent with technology: Adobe, FoxPro, Microsoft Office: Excel, Word, PowerPoint, Outlook, Access
* Languages : Fluent in English , Arabic , Armenian and Turkish

**Education**

Business Accounting T.S - Mesrobian Technical

**Relevant Work Experience**

**Oct 2011 to Sep 2014 - Accountant** *DEKERCO SARL*

* Responsible for financial records and ledger of accounts
* Arrange all data entries and prepare final statement
* Create cost / good stock lists
* Prepare daily journal and perform bank reconciliation
* Liaising with clients , other agency staff and external suppliers of good and services
* Developing ideas for promotional marketing campaigns
* Monitoring the progess of work and producing status reports
* Preparing and checking invoices and bills
* Telephone / Fax / Filing

**Jan 2009 to Oct 2011 – Sales Manager –** *SOCKS*

* Provided exceptional customer service, increasing loyal clientele and repeat business
* Achieved and exceeded sales quota numerous times
* Arranged products as per merchandising standards
* Handled the payments using cash, cards or gift certificates
* Solved complex problems and disputes strategically and professionally
* Involved in inventory control as well as monthly physical counts
* Organising special sales projects , such as new product introductions ,sales promotions , advertisements , etc.
* Able to manage all aspects of sales to prospective and current customers , including providing highly technical and administrative product information

**Interests and Vision**

Seeking a world class opportunity to express my unique perspective and expand my horizons in management.

Interests: Travel, sports, movies and fashion.

References available upon request