

Mountaha Fayad

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•DOB 23/05/1991 • Beirut • Lebanon

PERSONAL SUMMARY

A bright, self-motivated and hardworking individual. A quick learner who can absorb new situations and can communicate clearly and effectively with clients and work as part of a team. Constantly focused on delivering quality result and always looking for ways to improve and evolve processes.

ACADEMIC QUALIFICATIONS

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| ▪ Arts, Science and Technology University in Lebanon (AUL Kaslik)
Bachelor of Arts in « Banking and Finance » | 2010 - 2014 |
| ▪ Ecole des Religieuses de Nazareth – Kfarzeina
Lebanese Baccalaureate in Economics | 1996 - 2009 |

EMPLOYMENT BACKGROUND

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| ▪ Assistant GM, Trevi Design
<u>Duties:</u> <ul style="list-style-type: none">• Assist General Manager in managing daily company operations to ensure positive, safe and profitable working environment.• Supervise the day-to-day task assignments and performance for all management and associates.• Process Payroll• Undertake administrative tasks.• Manages all aspects in the absence of the general manager | Jul - Nov'15 |
| ▪ Private Tutor, School courses (Agenda) | Oct'11 - Jul'13 |
| ▪ Sales Executive, Cortefiel and Accessories - Retail Group (summer job)
<u>Duties:</u> <ul style="list-style-type: none">• Serving customers.• Handling purchases (cashier).• Checking the quantities of goods on display and in stock.• Attending team meeting and sharing best practice with colleagues. | Jun - Sep'12 |
| ▪ Sales Executive, H&M
<u>Duties:</u> <ul style="list-style-type: none">• Serving customers.• Handling purchases (cashier).• Checking the quantities of goods on display and in stock.• Attending team meeting and sharing best practice with colleagues.• Undertaking sales development training.• Closing Cash flows at the end of every day. | Sep'11 - Feb'12 |

▪Sales Executive and Telemarketing, *Cuisine Santé Internationale*

Nov'10 - May'11

Duties:

- Cold calling to arrange meetings with potential customers to prospect for new business.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Listening to customer requirements and presenting appropriately to make a sale.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Challenging any objections with a view to getting the customer to buy.
- Closing sales.

QUALIFICATIONS

- IT Skills: Equal, Access and Microsoft Office (Word, Excel, Power Point) and keen in Internet Research.
- Career Skills: Communication skills, team player, task oriented, hardworking, analytical skills, detail oriented, organizational skills, commitment, honesty and integrity.
- Language Skills: Proficient in written and spoken Arabic, French and English.

REFERENCES are available upon request.