**Dany Nicolas**

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15/9/1989

**Personal Summary**

A highly competent, motivated, fast learner and enthusiastic person with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

**Work Experience**

Working as part of a team and supporting my colleagues . Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

February 2016 till March 2016 **The Wine Teller Shop**

**Executive Assistant**

**-**Handling incoming/outgoing calls

-Monitoring inventory

-Monitoring office stock and ordering supplies as necessary

-Knowledge in CRM express ( omega and business pack software)

-Handling all invoices, checks for and from customers

-Drawing Wine Caves designs

-Supervising workers while making the Cave.

-Major knowledge about all wine genres.

July 1 2015 till January 2016 **Eastern Import for Hotels and Restaurants Equipment’s**

**Sales**

-Handling incoming / outgoing calls, correspondence and filing.

-Monitoring inventory, office stock and ordering supplies as necessary.

-Responsible for purchase orders. Raising of purchase orders and invoice tracking.

-Setting up and coordinating meetings and conferences. Involvement in social media

implementation.

April 13 2015 till July 13 2015 **EMDS** **Armored Vehicle Company** (Egypt, Cairo)

-Training on armored vehicle division.

-Land Cruiser Service Center

-Wide knowledge In car parts , engine parts and exterior accessories.

-Bavarian motorworks ( BMW) Training on sales

Jan 2012 till February 2015 **Nicolas Electric ( a company that provides Robust, Powerful & Innovative power** **Solutions)**

**Distribution and Sales Manager**

Set distribution goals and plan and manage distribution operations to achieve the set goals.

Identify resources, perform workload assignments and provide assistances when required.

Conduct trainings to team members as needed.

Monitor team performances and provide feedback for improvements.

Oversee daily routes and improve route plans to ensure timely deliveries.

Follow and enforce company policies and procedures.

Address customer queries and ensure customer satisfaction.

Develop distribution budgets and manage expenses within the budgets.

Work with warehouse and transportation staffs to ensure timely and accurate deliveries.

May –2010 till October 2010 **Suite Hotel Bsalim**

**Receptionist (9 months)**

**-**Greeting customers

-Handling incoming calls

-Reservation procedures

-Customer Service

Sept 2006 till December 2006 **MSF (Medecin Sans Frontier)**

-Telephone Protocol

-Helping homeless people to have food and shelter

-Computer work and archiving

**Key Skills and competencies**

-Strong organizational, administrative and analytical skills.

-Excellent spelling, proofreading and computer skills.

-Ability to maintain confidentiality.

-Ability to produce consistently accurate work even whilst under pressure.

-Ability to multi task and manage conflicting demands.

-Ability to convince the client to buy any item.

**Academic Qualifications :**

2009- 2014 **Middle East University, Lebanon**

Bachelor of International Business Management from Griggs University, Us,

Michigan

2008-2009 **Middle East University, Lebanon**

Freshman

2007 **College du Sacre Coeur , Lebanon**

Baccalaureate Part 1, Sociologie and Economics, completed 2007

**Language Skills:**

English : Fluent (read, written , spoken)

French : Fluent (read , written , spoken)

Arabic : Fluent (read, written , spoken)

German : Basic ( read , spoken)

**Hobbies and Interest:**

-Adventure Sports,

-Karting, Rally

-Playing Guitar,

-Music

**References**

-MSF > Fady Maksoud , Team supervisor 70887381

-Suite Hotel > Mr Charles Abou Jaoude , General Manager

-Nicolas Electric> Fayez Nicolas, General Manager 03305750

-EMDS ( Egypt )> Mr Wael Moubarak , General Manager

-Eastern Import > Mr George Baaklini , General Manager 01445176

-The wine teller shop > Mr Najib Moutran , General Manager