

# **Talar Joulhajian**

## **Contact Information:**

*Address:* Dora, Maggy El Hajj Street

*Phone Number:* 00961-76 440923

*E-mail Address:* talar\_jl@hotmail.com

## **Personal information:**

*Birth Date* : August 28, 1981

*Nationality* : Lebanese

*Marital Status* : Single

## **Objective:**

Dedicated, professional, business-oriented individual with communication and team management skills. Seeking an opportunity to leverage my talents and skills with a reputable organization in order to grow as a person and stretch my experience. Dedication and positive attitude are the core values that define my character which will allow me to achieve the organization's target and objectives.

## **Work Experience:**

**November 2017- July 2018:** Tchaghlassian steel

### ❖ Sales Coordinator

#### **Key Responsibilities:**

- Quoting , pricing and following up with clients.
- Ensuring timely deliveries .
- Invoicing.

**August 2012- March 2017:** Comfort Plus Trading Company (UAE, Dubai)

### ❖ Assistant Showroom Manager

#### **Key Responsibilities:**

- Achievement in excess of 100% of sales targets

- Staff management, store coverage, team motivation, and talent development to achieve goals as a team
- Manage store operating costs aiming to minimize expenses
- Daily financial and sales reporting. Weekly and monthly marketing reports
- Delivering excellent customer service in store measured by high level of customer satisfaction

**February 2008- August 2012:** *Al Shaya Trading Company (Dubai, UAE)*

❖ **Showroom Executive**

**Key Responsibilities:**

- Managing the showroom with its daily activities
- Handling sales and arranging delivery and installation
- Customer service; to ensure satisfaction and continuity of the customers' loyalty
- Preparing monthly forecasts and yearly business plans

**June 2005- September 2005:** *Sunway Lagoon Resort Hotel (Kuala Lumpur, Malaysia)*

❖ **Internship in Front office and Food and Beverage**

**Key Responsibilities:**

- I was trained within the front office and food and beverage departments and learned “hands on” operation of the hotel and the resort. Some of the responsibilities included:
- daily check-in and check-out procedures of guests
- running computerized reports and various computerized operations
- Delivering guest service (concierge, guest relations...)
- preparation and set up of breakfast, lunch and dinner meals
- maintaining friendly relations with guests
- opening and closing procedures

**February 2004- March 2004:** *Phoenicia Intercontinental (Beirut, Lebanon)*

❖ **Internship in Food and Beverage**

**February 2002- June 2006:** *Lebanese American University (Beirut, Lebanon)*

❖ **Administrative assistant at the Business School**

**Education:**

*University* : Lebanese American University (LAU)  
*Location* : Beirut  
*Date* : February 2002– June 2006  
*Degree Attained* : **BS in Business Administration**  
*Majored in* : Hospitality Management

*High School* : Levon and Sophia Hagopian College  
*Location* : Bourj Hamoud, Lebanon  
*Date* : October 1993- June 1999  
*Degree Attained* : **Lebanese Baccalaureate**

## **Skills:**

### Computer Skills:

Strong command of Microsoft Office package: Word, Excel, PowerPoint

### Languages:

English: Fluent, written and spoken

Arabic: Fluent, written and spoken

Armenian: fluent, written and spoken

Turkish: fluent, spoken

### Strengths:

Excellent communication and interpersonal skills, team player, strong decision making skills, good leadership qualities, eye for detail, strong sense of responsibility, amiable nature

## **Interests:**

- Reading and writing
- Sports: Swimming