**Georges E. KHOURY**

**Location: ZOUK MIKAYEL**

**Telephone: 70-45 12 67**

**Email: georges-khoory@hotmail.com**

Professional profile

A self-starter and quick learner. Versatile skill set with experience in customer service, sales, and written and oral communication. Received multiple awards for excellence in customer service. Recognized skills in mentoring, mediating between employees, and in leading team projects.

Career summary

**October 2017- Present BANKERS insurance co, ZOUK MIKAYEL**

**Agent**

* Sell life, property, casualty, health, automotive, or other types of insurance and follow up the financial variables of the customer

**July 2016 – September 2017** **RYMCO, ZOUK MOSBEH**

**Service advisor**

**•** Greeting customers and scheduling service appointments

• Cataloguing customers concerns and comments

• Writing service orders and descriptions of problems and repairs

• Translating customers' repair problems into standard repair terminology

**Notes:** Received an award from the main company in japan as best service advisor in ME area in 2016

**April 2014 – June 2016 Roberts Group (PUMA), ABC DBAYEH**

**Shop manager**

**•** responsible for ensuring the staff give great customer service as well as monitoring the financial performance of the store

• Typical responsibilities of the job include: recruiting, training, supervising and appraising staff

• managing budgets. ... dealing with customer queries and complaints

Terminology education & qualifications

* **Licence, 58 –** Electronic science (LU)– 2016

References available on request