**Tarek J. Karam**

**Telephone**: 00961-70-988319

**Email:** tarek-karam@hotmail.com

**Address** : Louize/Baabda

**Date**: 21/08/1990

**Professional Experience**

**Pharmacy Honein Sodeco** 09/03/2020-present

* ensure that the patient receive the medication and have the best experience
* refill the stock whenever it has been diminished due to high demand
* assist the pharmacist in every way possible from getting medication till bagging

Lebanese designer corner

 **Abc achrafieh** *02/2018 - 15/07/2020*

***Sales associate.*** *Duties Included*

* Ensure that the customer have the best quality of product
* Make sure that the stands are property presented/clean and up to date
* Prepare invoice with informations of the customer

Middle East Airline –International AirportBeirut Lebanon 04/2016 - 09/2017

**Ground staff**. Duties Included:

* Issuing refunds to passengers,
* computing fares, preparing
* selling tickets
* collecting charges for excessive baggage,
* checking baggage
* providing travel information
* Gate preparation
* Passengers boarding
* Visa checking

SGBL BankBeirut Lebanon 07/2015 – 09/2015

**Client Services, Bank teller. Internship.** Duties Included:

* Check cashing, depositing, transfers, wire transfers, Savings deposits and withdrawals
* Payment collecting, Promotion of the financial institution's products (loans, mortgages, etc.),
* Cash advances and Resolving customer issues
* Cashier Handling

Larissa F&B Catering and Food Services CompanyBaabda Lebanon 02/2009 – 06/2012

**Assistant operational manager Duties Included**

* Supply management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Making telephone calls and in-person visits and presentations to existing and prospective customers.
* Coordinating daily catering orders with the Chef and the kitchen staff
* Setting up daily expediting board, informing Catering Lead of special requests or changes on orders
* Assisting in the execution of catering orders
* Handling requests for information and data

**Education**

* **Mont La-Salle High School**
* Technical degree in Business Management
* **American University of Science & Technology AUST**
* International Business Management Degree
* **State University of New-York – Empire State College - AUST**
* International Business Management Degree
* **Language Skills**
* Fluent in English, French & Arabic
* **Interests & Hobbies**
* Guitar,Traveling, Swimming, Football & Basketball.
* **ACTIVITIES**
* Lebanese Red Cross youth department Baabda
* **CERTIFICATES**
* Basic passengers service
* Althea system
* Dangerous goods

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