



Farid Chebel Azar

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: Lebanon

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Date of Birth: 23-01-1978

Objective:

I am seeking for a position that uses not only my skills but gives me a chance to learn new skills.

Profile:

An ambitious, reliable, energetic person with strong interpersonal skills and excellent written and verbal communications, having the ability to work in new situations independently or as an effective team member.

Military service done in 1998-1999.

Kuwaiti driving license.

EDUCATION:

- 1997: High School Degree at Apotres Jounieh

DIPLOMAS:

- 1998-1999 Courses in banking, Finance and Accounting –Pigier .
- 1998-2000 Courses in banking, Finance USJ.
- 1999-2001 English courses at American language center.

LANGUAGES:

Arabic	English	French
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COMPUTER SKILLS:

- MS Office Tools (Word, Power Point, Excel)

PROFESSIONAL EXPERIENCE

❖2014: Procurement Manager C. Holding S.A.L

- Devise and use fruitful sourcing strategies
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreement
- Control spend and build a culture of long-term saving on procurement costs

❖ 2013- 2014: Sales Manager Heat Services CO. (Kuwait).

- Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing Trends and results.
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Implements national sales programs by developing field sales action plans.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- Completes national sales operational requirements by scheduling and assigning employees; following up on work results.
- Maintains national sales staff by recruiting, selecting, orienting, and training employees.
- Maintains national sales staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- **Skills/Qualifications:** Meeting Sales Goals, Negotiation, Selling to Customer Needs, Motivation for Sales, Sales Planning, Building Relationships, Coaching, Managing Processes, Market Knowledge, Developing Budgets, Staffing.

❖ **2006-03/2013: Showroom Manager Dia Behbehani Furniture Co. (Kuwait).**

To take full responsibility for the day to day running of the Showroom to ensure that the Showroom is visually merchandised to an excellent standard and to ensure that the highest levels of Customer Service are given at all times.

To manage, motivate and develop the team to ensure that targets are exceeded.

Brand Image

- Maintaining the furniture image to the highest standards.
- Ensuring the Showroom and all displays are neat and tidy at all times.
- Responsibility for stock management and ordering.
- Ensure window and showroom displays are installed in a timely manner to company standards, liaising as necessary with Marketing. Recommend potential advertising venues and marketing strategies to head office/management.
- Organize showroom maintenance and refits as needed.
- Reassess stock biannually to minimize distribution costs/ensure customer orders are met as soon as possible.

Customer Service

- To ensure that Customers are extended the highest levels of customer service at all times.
- To deal promptly with Customer complaints, liaising with customer services in order to resolve queries.

❖ **2005-2006: Sales Manager at Ets Azar pour le commerce.**

- Delegating tasks
- Monitoring the team's performance
- Assisting the team by performing the tasks with them
- Completing paperwork
- Handling complaints (from both staff and customers)
- Helping to hire new staff
- Reporting to senior management / personnel when required

❖ **2004 -2005: Al-Tayer Group (Fashion Division. Dubai-U.A.E)**

Position: Fashion Consultant.

1. GIORGIO ARMANI (Emirates Towers) UAE

Position: Fashion Consultant

One of the founders of this Department store.

- Stock count.
- Receiving goods using the Pocket PC. ▪ Sales/ Customer Service.
- In charge of Men's Section.
- Training in Giorgio Armani Italy.

2. Bvlgari store (Emirates tower) UAE

Position: Fashion Consultant

- In Charge of Jewelry section, (Shop in Shop).
- Receiving Goods using the Pocket PC.
- Weekly shop Reports.
- Staff Schedule.
- Responsible for communication between branches.

❖ **2003-2004: Employee at United credit Bank-Kaslik Branch (Back office).**

Maintain account book, **Bank** Reconciliation Preparing Cheque for payment & Day Book & Cash Sheet Monthly Expenses Detail & Other Detail prepare as per **Management** Require. Working of all vouchers in Tally Petty cash (ICBS SYSTEM).

❖ **2001-2003: Employee at United bank of Saudi &Lebanon-jounieh Branch (Back office).**

- Responsible for all activities related to account opening and record keeping.
- Responsible to handle customers' questions and enquiries.
- Understanding and applying the work processes related to account opening and customer care.
- Preparing periodic reports for the management.
- Collaborating with other departments.
- Ensuring all data and information is completed and updated in a timely manner.
- Maintaining highest standards of audit and compliance requirements.

❖ **1999-2001: Employee at Inaash bank sal-jounieh branch (Teller's Head).**

- Process all the cash transaction that takes place on a bank on a daily basis.
- Maintain accurate details of each transaction.
- Make entries into the banking system as and when they happen.
- Tally the full cash amount at the end of each day.
- Make reports and submit it to the manager.
- Help the customer get through tedious banking processes.
- Help the customer in whichever banking process they need help with.
- Bring in new customers to the bank and help with opening their accounts. Have good relations with the regular customers.
- Train new employees.
- Coordinate with the other bank employees.
- Coordinate with other cashiers and teller of the bank as there are quite a few tellers even in just one branch.
- Act as a promotion officer of the bank and create good word of mouth.

ACHIEVEMENTS

- Green Card for a customer satisfaction during the process of sale.
- Bonus on the salary for my excellent handling of tasks & beneficiary reports.
- Attending most of the company training program such as: Induction, Telephone Etiquette, Consultative Selling, Safety & Security, POS & Pocket PC.

*** References will be supplied upon request :**

- **Mrs.Jocelyne Mouawad: +961 9 219334**
- Mr.Fady Azar: +961 3 381167.**
- Mr.Rabih jreij(Kuwait): +965 67769790.**