

# **CURRICULUM VITAE**

## **Objective:**

Seeking for challenging managerial, administrative position within a reputable company to implement my managerial experience in a suitable leadership role

## **Profile:**

A highly motivated, energetic, responsible, ambitious, enthusiastic and confident manager with exceptional multi-tasking and organisational skills.

Having extensive experience of identifying the needs of corporate customers and of running and supervising challenging duties.

Possessing a significant record of achievement in account management and supervision and able to quickly understand the mission, vision and values of an organisation.

Flexible and quick to pick up new skills and eager to learn from others

## **Personal Information:**

Name:	Roy El Khoury
Address:	Parc St.Lazare New Rawda Beirut, Lebanon
Date of Birth:	15/10/1986
Coordinates:	+961 76 076 660
E-mail:	roy.e.khoury@hotmail.com

## **Education:**

2005-2006	<b>Sagesse University (SU)</b> -Furn el Chebbak Business Computing (2 years)
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2001-2004	<b>College de l'essor</b> –Sin el Fil Lebanese Official BACCII , SOCIOECONOMICS (SE)
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*December 2011-2014*

**A.M.S AUTO REPAIR COMPANY**  
Pointe Noire, Congo

Job Description:

**General Manager**

- Preparing reports, budgets, commentaries and financial statements
- Supervising and controlling all kinds of work done in the garage
- Tracking and organizing the selling and /or rental of imported vehicles from Dubai
- Arranging meetings with companies (such as Halliburton, Exxaro-Chevron-Eni...) and negotiating about setting contracts for vehicles rental/selling and repair after sale.
- Handling customer complaints and inquiries
- Completing vehicle inventories
- Completing sales repairs and invoices
- Employing and training new staff
- Maintaining efficient office and garage supplies at all times and ordering repair parts when required
- Contacting companies (such as CFAO) for inquiring repair parts
- Monitoring and processing all garage invoices and performing audit on retail cost

*March 2009- 2011*

**“PAE” US Lockheed Martin Company**  
(Lebanon Police Program)  
Baabda Lebanon

Job Description:

**Driver/ Assistant of American Instructors**

- Driving American Embassy’s vehicle to pick up/ drop American Instructors to their destinations
- Delivering important documents to required destinations

- Ensuring that all deliveries have been signed and delivered to the correct recipient
- Keeping vehicle clean and maintained at all times
- Performing preventative and regular maintenance on vehicle
- Accompanying American instructors and insuring their safety

***July 2006- 2009***

**St. Lazare market** New Rawda,Lebanon  
(Family business)

Job Description:

**General Manager**

- Dealing with suppliers and wholesalers
- Examining merchandise to ensure that it is correctly priced and displayed and that it functions as advertised
- Providing customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Directing and supervising employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers
- Performing work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise
- Inventory stocking and reordering when inventory drops to a specified level
- Keeping records of purchases, sales, and requisitions
- Overseeing pricing and stock control
- Preparing promotional materials and displays
- Estimating consumer demand and determining the types and amounts of goods to be sold
- Establishing credit policies and operating procedures as well as cash flows and bank transactions

**Skills:**

Personal:                    -Consistent performance  
                                  -Target driven  
                                  -Problem solving  
                                  -Analytical mind  
                                  -High levels of integrity and responsibility  
                                  -Decision making and problem solving  
                                  -Accuracy and attention to detail  
                                  - Flexible and open to new ideas  
                                  -Willing to learn  
                                  -Communicating and coordinating within team work

Languages:                    French, English, Arabic, Armenian

Technology:                    Microsoft Word- Excel

Hobbies:                      Basketball, Pool, Tennis, Swimming, Reading

**References:**                    Available upon request