Hady Miled Hajj

* Bucharest,Romania
* Mobile No +40 736 457 735
* Email: hadyyhajj@gmail.com

**AREAS OF EXPERTISE**

* Business Development
* Team Building
* Estimating & Proposals
* Team Leadership
* Contract Negotiations
* Planning & Scheduling
* Consultative Selling
* Compliance
* Project Analysis
* Efficiency Improvements
* Quality Assurance
* Marketing
* Resources Management
* Problem Solving
* Account Management

**EDUCATION**

**Bachelor in International Business (Business Administration) 2011**

American Universal College, Lebanon

**High School Degree**

Elysee Hazmieh, Lebanon **2008**

**PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**

Miled Ghanem El Hajj Office 2013 – present

**Business transactions – Beirut, Lebanon**

**.**Cars registrations

**.**Driving licenses

*Mobile, Handhelds and Retail Business 2009 – 2012*

***Owner – Beirut, Lebanon***

* Managing Own Business with a team of 5 members
* In-depth knowledge of contract negotiation, project management, risk management, financial management, marketing management and employee management
* Persuading executives and business professionals
* In-depth knowledge of marketing strategies such as businesses development and product pricing
* Managing production dates
* Dividing workload among team members and managing employee relations.
* Customer service management.
* Handling Quality and Incident reporting.
* Auditing and insuring the best standards are met for the business.
* Handling shops accounting.
* Managing Purchases from various vendors.

*Anne Klein Retail Group 2008 – 2009*

***Sales – Beirut, Lebanon***

* Helping customers.
* Fixing displays.

*Starsco Swarovski 2007 – 2008*

***Customer Service, Salesman – Beirut, Lebanon***

* Reporting Clients queries.
* Marketing the new items.
* Customer Service.
* Sales.

**SKILLS & OTHERS**

Proficient in:

* MS Office Package i.e. PowerPoint, Excel & Word
* Computer and Internet literate

Training in:

* Customer Service
* Team Management
* General Sales and Direct Sales

Additional Skills

* Excellent Communication & Leadership Skills
* Self-Motivated And A Good Team-Player
* Perfect Customer Servicing
* Client Relationship Management Skills
* Market Research.

**LANGUAGE**

Fluent in:

English, French, Arabic, (Written - Spoken)

**PERSONAL**

Date of Birth : 09th, December 1989

Nationality : Lebanese

Gender : Male

Visa Status : Residence ID